

# Quick Start Guide for Hybrid Meetings

Hybrid meetings have both an in-person audience and a Zoom audience. There a bewildering menu of choices. This Quick Start Guide will give you three basic options, with suggested equipment. We will tell you why we made our decisions, but you are certainly free to use other options.

As you consider your options, be guided by two basic rules:

- \* The **goal** is **100% Participation**, for both the Room and the Zoom.
- \* The technology you use should be as simple as possible.

Remember: Rotary offers:

- A chance to be involved with something bigger than yourself; and
- A network that helps you be more successful.

A good meeting gives every Rotarian a feeling of being involved, and helps strengthen their network. Don't let your meeting turn into a spectator sport, where people sit on the sidelines with no interaction.



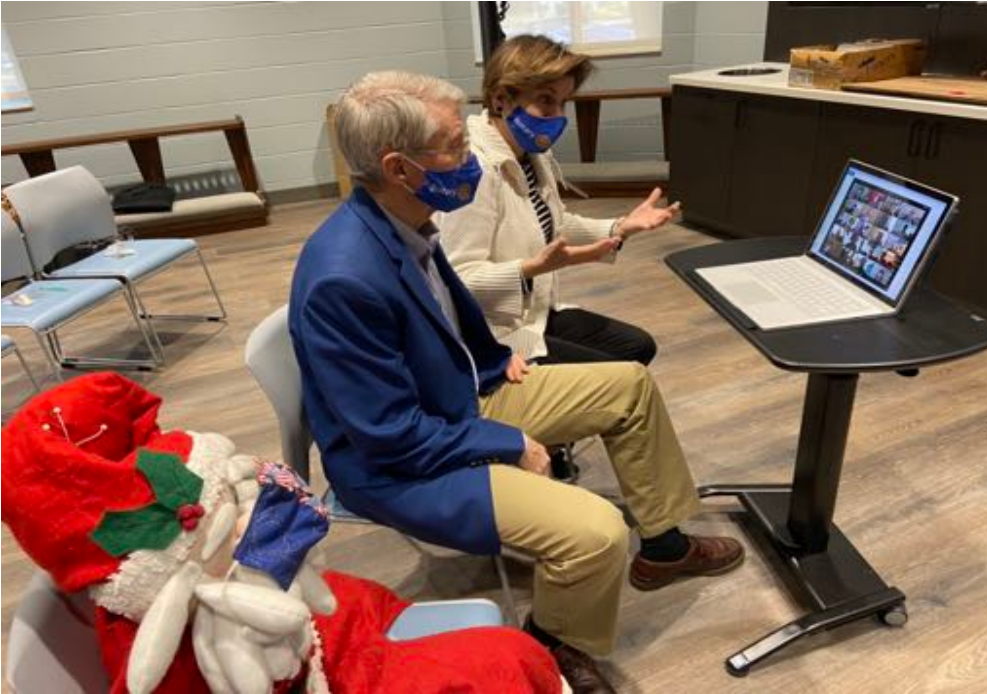
In the next 4 pages we will cover three options, based on the number of people in the Room:

1. **Small Party** (2-10 people in room)
2. **Larger Gathering** (10-60 in room)
3. **Humongous Meeting** (50-300 in room)

In all these options, the number of Zoom participants can be from 1 to 500.

**NOTE:** Many churches, universities, community centers, and a few restaurants are now set up with all the equipment to handle hybrid meetings. If you use a venue like this, you may save money, time and effort. Read the section below that applies to your club, then see if you can find a venue that fits your requirements.

## The Small Party (2-10 people)



This idea was hatched by a club wanting to get together in small “pods” to allow “table talk” before a Zoom meeting. 2-10 people gather at one place and use ONE computer to call in to the club’s Zoom meeting. The Club’s Zoom meeting may have many of these “pods” attending.

Equipment needed:

- One laptop computer

Possible additions (for groups of 4-10 people):

- Webcam—separate camera for higher quality picture that can be moved so it captures all the participants; it also has a better microphone ~\$130
- External monitor or TV—larger group can see the screen more easily; ~\$100  
[Both webcam and monitor plug directly into computer. Each may require an adapter, depending on your computer]



**NOTE: USE ONLY ONE COMPUTER:** Zoom’s software does a marvelous job of avoiding audio feedback, as long as one computer monitors all mikes and speakers. Feedback is that high screech that develops when a microphone picks up the output of a close-by speaker. Once a sound comes out of a speaker and reenters the amplifier through the microphone, it loops again and again, getting louder and louder until it screeches.

**BUYING EQUIPMENT:** You can buy equipment at Amazon, Best Buy, Guitar Center, or online-only shops like Sweetwater.

## Larger Gathering (10-60 people in room)



The most common form of hybrid meeting involves more people, with one group (Zoomers) dialing in by Zoom, and another group (Roomers) meeting in one room. As long as the Roomers use only ONE computer to connect mikes, speakers, camera, and display, the setup is fairly easy. Everything connects to the same computer.

### Equipment needed:

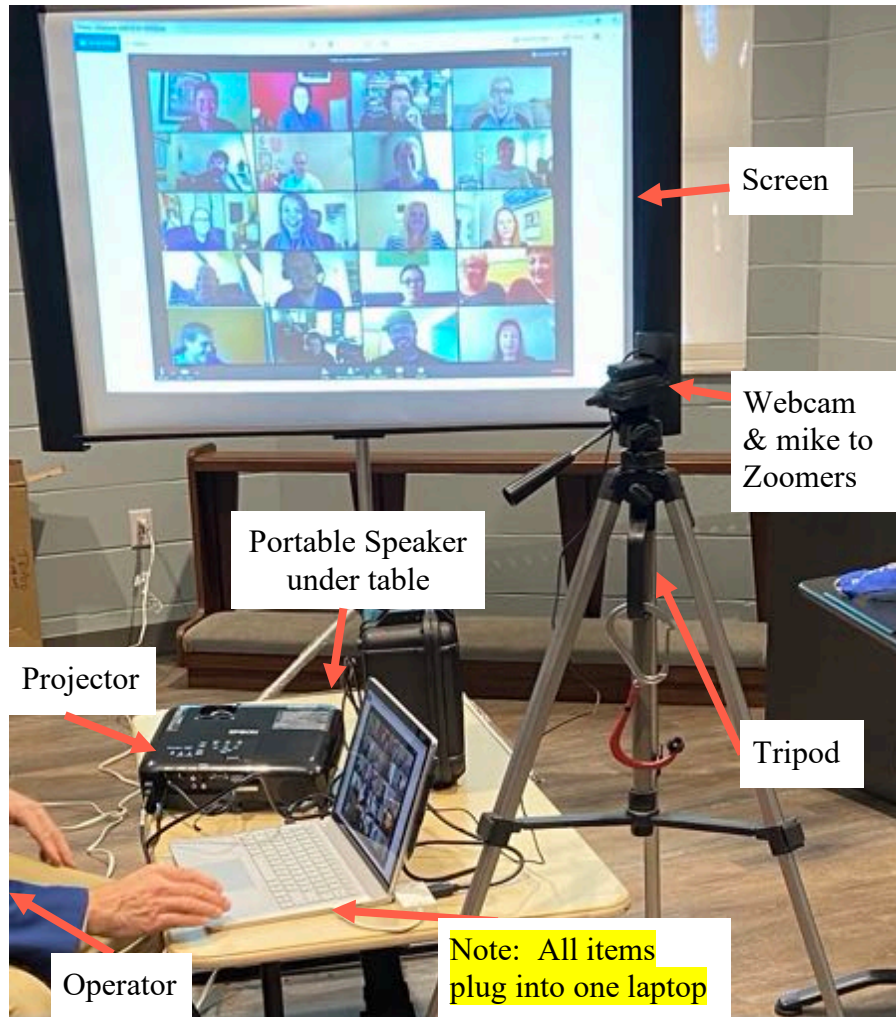
- Laptop Computer
- Webcam with built-in microphone to transmit audio & video to Zoomers
- Projector & Screen or 55-80-inch TV (to see Zoomers)
- Speaker (for Room to hear Zoomers)
- Extension cords to connect each item
- Good internet connection
  - Best option: high-speed Wi-Fi in room
  - 2<sup>nd</sup> best: “Hotspot” to connect to AT&T or other cell network  
Hotspot speed may be limited, and may cost ~\$50/month. Speed depends on the distance to your cell carrier’s tower, and type of signal.

### Two Hosts, and their tasks:

- **Room Host:**
  - connects to zoom
  - pivots camera so Roomers are seen & heard
  - coordinates with Zoom Host to make sure Zoomers can hear & be heard, and can see & be seen
- **Zoom Host:**
  - admits Zoomers
  - greets & engages every Zoomer;
  - mutes noisy people so Zoomers can hear well
  - coordinates through chat or text with Room Host to make sure Zoomers have great experience
  - breaks larger groups into “Zoom Breakout Sessions” to allow “table talk” before meetings (optional)



(Larger Gathering—continued)



Equipment needed in Room:

- Windows or Mac Laptop, with enough memory to handle Zoom without freezing; ~\$500
- **High quality Webcam with microphone built-in** (Logitech 920 or 922); ~\$150—may have to search for 2 weeks to find good webcams
- **LCD Projector-Epson EX7240 Pro, 3200 Lumens** to project clear image in bright room; ~\$600
- Screen; \$80-200; meeting place may have screen—bulky to carry each week
- Speaker: 24"x14" Electro-Voice ZLX-12BT for 100 people.
- Various adapters so devices can plug into your laptop's openings



## HUMONGOUS Meetings (50-300 people in room)

With this option, anyone talking to the Room needs to be amplified. (In “Large Gatherings”, the microphone was only used to speak to the Zoomers; any conversation inside the room was not amplified.)

These meetings require the same equipment as the Larger Gathering (see above). You will also need both a Zoom Host and a Room Host, as mentioned above.



The ONE computer will need to be connected to additional equipment:

- Portable microphones (one or two)
- Large speakers—usually the PA speakers already in the room

Most large rooms already have a PA system, but PA systems vary greatly. The best solution is to find the tech support person in the large venue and find how to connect your computer output to their system. Many large venues have invested significantly in technology because of their need to broadcast meetings to the internet. You may be able to simply plug into the venue’s computer in some way, simplifying setup immensely.

## Summary

We have suggested the simplest equipment to allow you to connect Rotarians together. You can add more cameras, switches, lights, or other devices. But at the end of the day, you want to create a meeting where Rotarians feel involved, and leave satisfied.

The measure of your success will be the attendance at your meetings, and the growth of your club. You will know you've done well when members rave about the international speakers, the fantastic conversations they've had, and--if they miss the meeting--the regret they feel. After all, they will now be able to participate in your meeting anywhere in the world that their phone can get a signal.

**Follow guidelines for safe in-person meetings,  
based on CDC and local regulations.**

Troubleshooting Guide for Hybrid Meetings	
<b>Problem</b>	<b>Solution</b>
There are terms and <b>Zoom features</b> we don't understand.	Google it. Google normally can figure out a quick answer for you.
I can't figure out how to do something.	Once again, ask Google. You may have to ask the question in a couple of different ways, but normally someone has an answer, and there are frequently a couple of different approaches. You can normally find a pretty good answer in the first page of Google.
<i>We constantly hear an echo when someone talks, which turns into a <b>high-pitched squeal</b> that is brutal.</i>	<i>Most likely, someone is using a second computer or phone running Zoom inside your room. Use only a single computer running Zoom--that will avoid creating <b>Audio Feedback</b>. If you absolutely must use a second Zoom device, mute the microphone and turn down its speaker to zero.</i>
My computer <b>image is frozen</b> , but I can still hear people.	Your computer may not have enough processing power to handle all the video and audio that Zoom requires. Some laptops can also overheat, causing the computer brain to freeze the video. Try a different laptop. Surprisingly, older laptops may handle Zoom better than smaller, turbo-charged (but poorly cooled) laptops. If your laptop gets hot to the touch, your laptop's performance may suffer.
I keep <b>losing my connection</b> ; or it freezes at times at our meeting.	The "bandwidth" for your Wi-Fi or cell signal in your room may not be large enough to handle Zoom. Or someone else may be sharing the Wi-Fi signal with you. Check if other club members are using the Wi-Fi in the room, and ask them to stop during the meeting.
Sometimes my <b>Zoom connection stutters or freezes at home</b> .	If you're at home, see if anyone is streaming movies (which eats 5Mb/sec) or playing games (which eats 15Mb/sec). If the cause is movies or games, good luck trying to get them to stop--especially the gamers.
When I <b>move my laptop</b> to a new location, Zoom becomes unreliable.	The "router" (small radio) that picks up your laptop's signal in your room may be too far away in your new location. Find out where your router is, and move your laptop closer. If you still have problems, try connecting your computer directly to your router with an IEEE cord (looks like a large cord for plugging your phone into the wall).
How can I tell if I have <b>enough bandwidth</b> to run Zoom?	Here are some numbers: Wi-Fi can provide anywhere from 5 to 1000 Megabits of data per second. Zoom requires a steady 5-10 Mb/second. You can run a speedtest to see what your current location provides. SPEEDTEST.NET is the best free website for testing. Use your computer's browser to go to speedtest.net, then follow the instructions to run a test. It takes about 30 seconds, and you'll find out what speeds you have. Download speed for Zoom needs to be at least 10 Mb/second, and upload speed needs to be about 5 Mb/second. If you play videos for your audience on Zoom, you may need a bit more. Your speed will be reduced if other computers or phones are sharing the Wi-Fi or Hotspot connection at the same time.
A <b>Zoombomber</b> got on our call and ranted obscene things before they disappeared.	The link to your meeting was shared with someone who shouldn't have gotten it. The most secure way to prevent this is to use a "Waiting Room" so your Zoom host can make sure they identify everyone before they admit them. The host can message unidentified people in the waiting room to find out who they are.
A <b>Zoombomber</b> stayed on our call and took over the screen with disgusting words and pictures.	Your Zoom host needs to learn how to use the "Security" button on the host's screen. They can lock the meeting and eject the person. The host should also allow screen sharing only to specific people, and not to everyone. Finally, for large meetings, you may need an additional Cohost to share responsibilities.
Our Zoom meeting totally went to pieces when our <b>Zoom host disappeared</b> .	A Zoom host should always designate a Cohost in the "Participant" panel--don't risk destroying a meeting when the Host loses their connection. Cohosts can do most things that a Host can do. If a Host loses connection, Zoom will attempt to reconnect them for about 60 seconds, then will automatically promote a Cohost to become Host.
When I get on Zoom before the meeting, no one can talk, since there is so much <b>noise coming from the room</b> .	The Zoom Host must mute the Room before the meeting so that Zoomers can interact. Most clubs open Zoom 30 minutes before the meeting. Large clubs often create Breakout Rooms to allow "table-sized" conversation groups before a meeting. It's a great way to achieve the 100% Participation goal of a good Rotary meeting.

We had a loud music in the room, but when it stopped, we could barely hear speakers in the room	Zoom has an automatic volume reduction feature in audio settings; this setting reduces your mike volume if there is sustained high volume for more than 10 seconds. To return the room mike to normal, higher volumes, click on the small arrow to the right of your "Mute" button, and choose "Audio Settings". Uncheck the box for "Automatically adjust microphone volume". It will then adjust your Room mike to a louder, more normal level. Then recheck the box so it goes back to automatic, and the mike will now stay near this new, higher level of volume. Or you can wait 4-5 minutes, and Zoom will eventually increase the volume of the mike to a more normal level.
We are incredibly successful but we can't get <b>more than 100 on Zoom</b> .	First: Great problem to have! A standard Zoom subscription only allows 100 people. You can modify your account so you can have 500 Zoomers for about \$40-50/month.
Our one Zoom&Room operator is going crazy trying to do it all, and we can't find a <b>substitute operator</b> .	Split the job into a Zoom Host and Room Host, as laid out in "Larger Gathering", above. Otherwise the quality of experience will suffer, and your meeting may crash-and-burn if your regular Host has to be away.
We have problems when our <b>Host runs PowerPoint and videos</b> . When we click on a <b>video embedded in PowerPoint</b> , all we hear is audio.	Running a PowerPoint or video from your Zoom computer may overwhelm your computer, or it may overwhelm the WIFI. At worst, the computer may crash, or the internet session may freeze or slow down. Frequently, your Room operator may simply have too much to do. You should only run PowerPoint or videos from a computer that is attached to Zoom, and has great WIFI bandwidth. Many speakers have their assistant join by Zoom and run the slides or video from an off-site location. Or speakers provide the presentation to the Zoom host, so the Zoom host runs it from their computer. Some clubs connect a second "PowerPoint" computer to Zoom in the meeting room, but this option might require that the PowerPoint computer mute its microphone and speakers to avoid feedback; it also requires an additional computer operator. In any case, it is very important to get any presentations or videos in advance so you can test them before the meeting.
When we have a Zoom speaker using a PowerPoint, <b>all Roomers can see is their PowerPoint</b> . BORING. Can we see the speaker, too?	It's best for the Cohost to "Start a new share" when switching from PowerPoint to video. That lets Zoom clear the way so both audio and video are ready to play. Otherwise, the video can get bollixed up.
	When the speaker has started sharing their PowerPoint, one of your Cohosts can click on the 3 dots at the upper right corner of the speaker's Zoom picture. Then can then choose "Spotlight" out of the options there. The speaker will now appear to the right of the PowerPoint so the Roomers can see both speaker and PowerPoint.
Why does it sound awful when all the we try to <b>sing or recite the pledge together with Zoomers</b> ?	Zoom takes about a half a second to route your sound and picture around the internet and back to your members. So when a song leader starts a song, the Zoomers hear it and join in a half second slower. And when the Zoom singing gets back to the song leader, the Zoomers sound a full second behind. So it's best to have only people in <u>one</u> room unmuted when singing or reciting. Or pre-record the music you want to hear and simply play it at the meeting. Or just let <u>everybody</u> recite and expect to hear happy chaos.
Why does it seem like everyone <b>sets up hybrid clubs differently</b> ?	There are numerous variations of meeting setups. Find the combination that fits your club and your meeting space, and allows you to have a number of people who understand how to run hybrid meetings. This guide gives the simplest solution we've found to get you started. If you get more complicated, make sure you have a team that can handle the complexities and still give your club a great, inclusive experience.
What's the best way to see <b>other options</b> ?	Visit other clubs similar to your size by Zoom. When you see a club you like, visit it in person, to make sure the in-person experience works, as well. Then give a Rotary compliment: steal all their ideas (and thank them).
Where can I go for <b>more information</b> ?	<a href="https://www.rizones33-34.org/wp-content/uploads/2020/07/Hybrid_Rotary_Meetings_Technology_Guide.pdf">https://www.rizones33-34.org/wp-content/uploads/2020/07/Hybrid_Rotary_Meetings_Technology_Guide.pdf</a>
Is there a video that helps me see that discusses <b>hybrid options</b> ?	<a href="https://www.youtube.com/watch?v=bPt_-ohscik&amp;feature=youtu.be">https://www.youtube.com/watch?v=bPt_-ohscik&amp;feature=youtu.be</a>
	If you have other troubleshooting problems or tips, please send them to MikeHDarragh@gmail.com