

The following provides suggestions on equipment and set-up to successfully run a hybrid live & virtual meeting using Zoom.

There is more than one way to do most things, including a hybrid Rotary meeting. If your club is having success with other approaches, please share them with the District Virtual Meeting Committee.

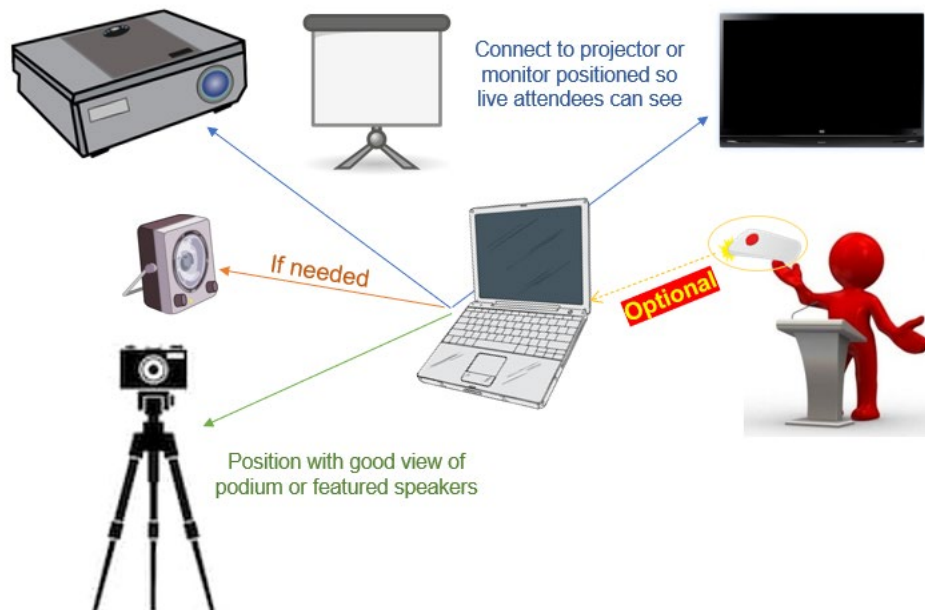
Equipment Needed

- Reliable **high-speed internet connection** at the live meeting location.
- A **laptop computer** (it is possible to do this with a smart phone or tablet, but using a laptop gives the meeting tech person better ability to manage the meeting experience).
- An **external camera** with microphone.
 - Recommend a camera with a noise cancelling microphone and a wide-angle lens.
 - [Here are several cameras that should prove effective.](#)
- A **tripod** (not table-top) so you can have the camera at eye level and can easily pan the camera when needed to include club members in the frame when they are speaking. Make sure the camera you use has a hole for a tripod. [This looks like a good choice](#) of tripod.
- A **USB extension cord** might prove useful so that you can set up the camera more than a few short feet from the laptop. [Here is a 10-foot cord.](#)
- A **TV monitor** at your location that can connect to your laptop, or a <https://www.amazon.com/Extension-AINOPE-Material-Transfer-Compatible/dp/B07ZV6FHWF/> for projecting your laptop screen in the live meeting. [Here is a \\$200 projector with built in speakers that works well for one club.](#)
- An **external speaker** that is loud enough for the live room to hear audio playing over your laptop. If you connect to a monitor or projector with speakers, you should not need another external speaker.

- A **remote-control** device to advance PowerPoint slides on the laptop (optional).
[Here are several.](#)
- A **meeting technician** at the meeting who is familiar with Zoom host controls.
 - Monitoring participants
 - renaming participants
 - muting when necessary
 - monitoring chat and raised hands
 - toggling between gallery view and speaker view
 - breakout rooms (if needed in the meeting)
 - Screen sharing
 - Understands how to connect camera, projector or monitor, and external speaker (if needed) to the laptop

Meeting Setup

- Connect the laptop to the monitor or projector/screen combination. Make sure the monitor or screen can be seen by live meeting attendees.
- Connect the camera to tripod and laptop. Position camera so it has a good angle on the podium or featured speakers and can pan when needed to feature live attendees when they are speaking.



- During most of meeting, show virtual attendees in gallery view on the screen or monitor. Mute all participants except yourself (you need to be unmuted so that virtual attendees will hear the activity in the live meeting).
- Have participant and chat panels open during the meeting. Have [nonverbal feedback enabled](#) for the meeting. Instruct virtual participants to raise their hand or send you a chat message when they wish to speak.
- To enable a virtual participant to speak, instruct them to unmute themselves and let the live audience know they will be speaking. Switch to speaker view when they are speaking. After they have spoken, mute them again and return to gallery view.
- Presentations with PowerPoint, video, etc.
 - If the speaker is live, ask them to bring material on a thumb drive and load it on the laptop. During presentation, share the laptop screen, choosing the presentation application (e.g. PowerPoint). Speaker can advance slides if you have a remote control. Select option to show one participant on screen with the presentation, which will be the speaker.
 - If the speaker is remote, enable the speaker to share screen, and Select option to show one participant on screen with the presentation, which will be the speaker.
 - If video is being shown, be sure to check box to enable computer audio when sharing screen.
- During meeting, if live attendees are speaking and not in view of camera, pan the camera as needed to get them in view. Try to keep camera movements smooth and steady, not herky-jerky.
- Pro-Tip: Before your first meeting, do a practice meeting with a few people in the live room and a few people attending virtually.