HOW TO HOLD
HYBRID MEETINGS
with In-person and Zoom Participants

MULTIPLE LAPTOPS ARE A MUST.
A single laptop's camera will have a limited field of view. Have enough laptops at your in-person event to provide the necessary camera coverage.

ONE SPEAKER/MICROPHONE AT A TIME.
When multiple computers' speakers and microphones are active, feedback and echo will be a persistent problem. Designate one computer to be active at a time, preferably the one nearest to the person speaking. A wireless microphone may help participants hear the speaker more clearly.

MUTE ALL MICROPHONES DURING BREAKS.
This will prevent feedback noise from Zoom participants.

LIVE MEETING PARTICIPANTS AND ZOOM PARTICIPANTS NEED TO SEE EACH OTHER.
Live participants will not be able to see the Zoom participants unless they can view a laptop screen. Try using a computer projector and screen set up to display the Zoom participants. A flat screen TV could serve this purpose.

THEATER SEATING IS BETTER FOR LIVE PARTICIPANTS.
An arena style, or "U" shape, may partly obstruct a full view of the live participants. Try theater seating with chairs in rows.

ADD A WEBCAM WITH A MICROPHONE.
Laptop cameras point inward rather than outward, so a webcam is recommended. A laptop microphone will not pick up a speaker as well as a webcam with a built in microphone.

FIND AN EXTERNAL SPEAKER THAT WORKS IN YOUR ENVIRONMENT.
If sound output from the laptop is insufficient, the addition of an external speaker could boost the volume and enable live members to hear the Zoom participants better.

SET UP RELIABLE CLOSE-UP VIDEO.
If your meeting includes a "show and tell," consider obtaining a selfie array with a ring light and a holder for a cell phone. Log into the meeting as a Zoom participant on the cell phone in order show the items.

ALLOW EVERYONE TO PARTICIPATE IN THE PROCESS.
Be flexible. Look for solutions. And enjoy your meeting.

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