



# Tools for a Hybrid Meeting

Below, please find tools and information for a hybrid meeting. This assumes that AV is not available or accessible in your meeting space and that you must bring your own equipment. Some of the concepts will remain the same for meeting spaces with dedicated AV capacity.

Please review 6.5-minute video from a Rotary Club International District 5950 showing the set up for a hybrid in-person/Zoom meeting with minimal equipment. This assumes all speaking occurs at the lectern or that you can move the microphone/camera to the person speaking. <https://youtu.be/z6l1asXuEjo>

Summary - The equipment you need is:

- One laptop
- One camera (connected to the laptop)
- One microphone (connected to the laptop)
- Speakers (connected to the laptop by bluetooth or through the headphone jack)
- One cell phone on a tripod\*
- A projector (optional)

For a hybrid meeting, you need 4 things

1. People online need to be able to see the people in the room
2. People in the room need to be able to see the people online
3. People online need to be able to hear the people in the room
4. People in the room need to be able to hear the people online

Here's how that's accomplished

1. Cell phone on a tripod, logged in to Zoom, pointing at the audience\* and camera connected to the laptop pointing at the speaker or lectern
2. Laptop turned to face the audience or online audience projected on a screen in the room
3. Microphone on the laptop or camera can broadcast to the online participants, just need to make sure you can be heard by the microphone
4. Speakers connected to the laptop running the meeting and facing the audience
5. Dedicated meeting role to keep Zoom engaged and make sure they have a chance to speak or complete meeting roles.

Each device, other than the laptop and speakers, needs to have the audio output off or muted to avoid feedback.

For more information, please review this article by a Rotary Club International District 7030 with more details and a downloadable Meeting Technology Guide. <https://rotarydistrict7030.org/Stories/hybrid-rotary-meetings-technology-guide>

*\* the cell phone on a tripod just shows a picture of the room, not individuals. It's not perfect, but short of everyone in the room also logging in to Zoom with their phones or laptops, I don't really know how everyone in the room can be seen by the participants online.*