Let’s Talk Tech about Hybrid Meetings

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Definition:
● Hybrid Zoom Meeting = Zoom Meeting + in-person participants

Scope of Presentation:
● Addresses the Zoom platform only
● Design and Operational Considerations
● Brief description of the hybrid meeting characteristics
● Diagram of our chapter’s hybrid meeting system
● Resource links
● Contact us
● Q&A
Design and Operational Considerations

- Making use of systems available at facility
  - WiFi or Ethernet hardwire
    - WiFi bandwidth and reliability
  - PA, hearing loop, microphones
    - how to tie into Zoom, TV or projector/screens
  - Camera(s)
  - Projectors and Screens
- Staffing & Training for setup and running the meeting
- Set up and rehearse operation prior to first meeting
Educational Resources

Video
- Rotary International District 5950 Training Team
  - Small Meeting Hybrid Tech setup
- Rotary International District 5950 Training Team
  - Large Meeting Hybrid Tech setup
- Rotary International - Hybrid Support Training Team
  - Hybrid Do’s and Don’t’s
Educational Resources - continued

Documents

- Rotary International District 5950
  - “Going Hybrid” Buying Guide
- Rotary International District 5950
  - “Hybrid (Live & Virtual) Rotary Meetings Technical Considerations”
Hybrid meetings since 2022
 Typically 35-50 in meeting room and 10-20 remote Zoom
 In the meeting room:
 - Three laptop PCs: Host, Co-Host, and Captions
 - A webcam for presenter + slides projected on screen
 - Three wireless microphones for Presenter and Q&A
 - PA system and Induction Loop from mics + zoom audio
 - Remote CART Captions projected on 2nd screen
 Remote participants
 - Will hear presenters and Q&A - from microphones
 - Currently no camera for the audience
 - Zoom ‘raise hand’ feature for questions or use Zoom chat
Questions and Answers
Thank you

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Please send questions or comments to:
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HLAA Chapter Leader Resources
https://www.hearingloss.org/chapters-state-orgs/chapter-leader-resources/

HLAA Tech group
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Thank you