

HLAA Chapter Development Workshop

Let's Talk Tech about Hybrid Meetings



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Definition and Scope of Presentation

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 Dont's](#)

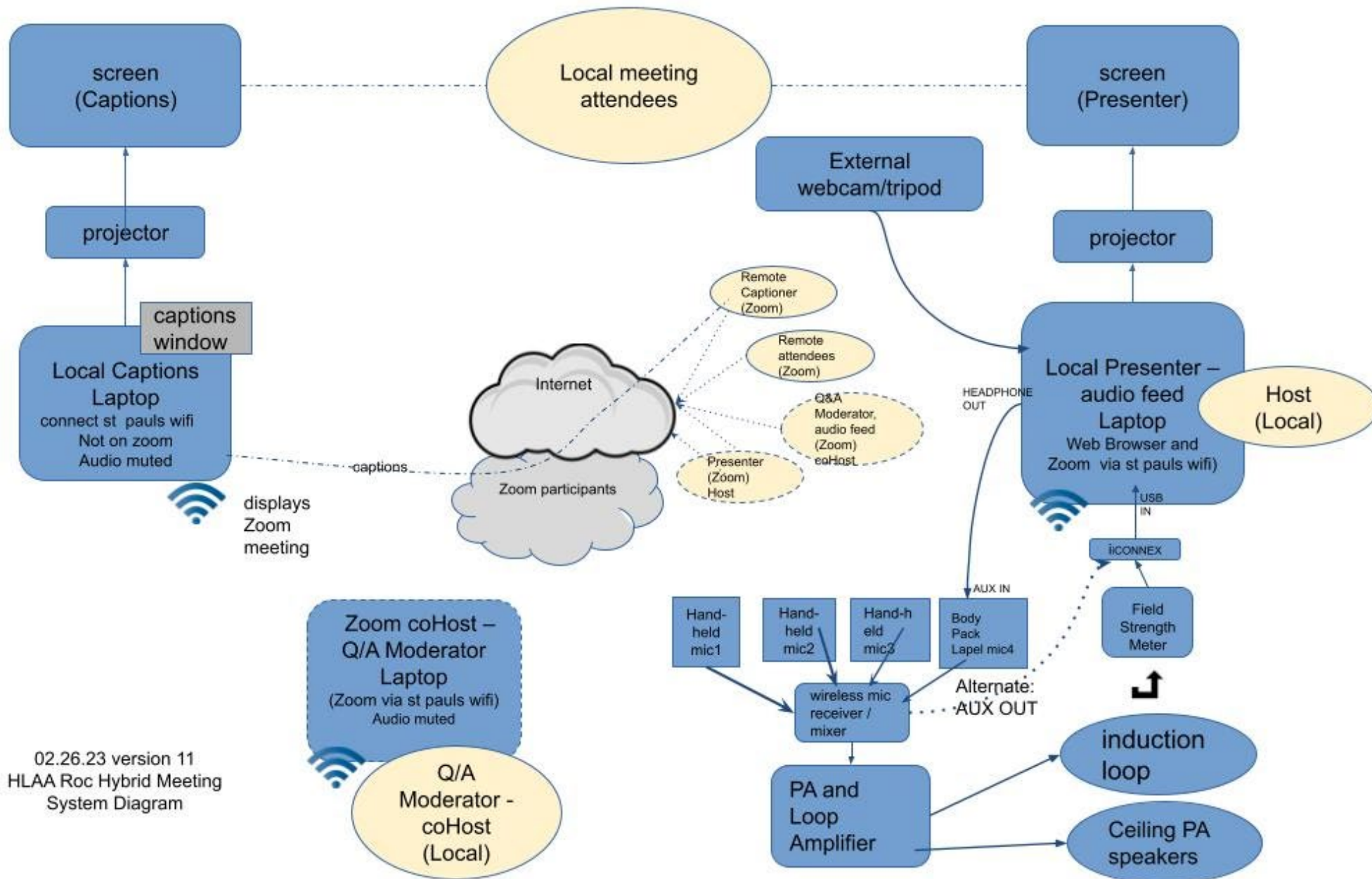
Educational Resources - continued

Documents

- Rotary International District 5950
 - [“Going Hybrid” Buying Guide](#)
- Rotary International District 5950
 - [“Hybrid \(Live & Virtual\) Rotary Meetings Technical Considerations”](#)

HLAA Rochester NY Chapter Hybrid Meeting System

- 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



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HLAA Roc Hybrid Meeting
System Diagram

Questions and Answers





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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

