HLAA Chapter Development Workshop

Let’s Talk Tech about Hybrid Meetings 2.0

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Scope of Presentation

- Terminology
- Recommended sources
- Overview of Roc chapter meetings: size & layout
- Assistive systems for our meetings
- Detailed review of the Rochester in-person-only system
- System modifications to support Hybrid meetings
- Q&A
- Our contact information
Terminology

- Hybrid meeting
- Zoom, Host, Co-Host
- In-Person
- Remote participant
- Captions
- Induction Loop
Recommended Sources

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
Recommended Sources - 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
Meetings

● 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 the podium
  ○ Three wireless microphones for Presenter and Q&A
  ○ PA system and Induction Loop from mics
  ○ Remote CART Captions projected on 2nd screen
● Remote participants
  ○ Will hear presenters and Q&A - from microphones
  ○ Currently no camera for the audience
  ○ For questions: raise hand, Zoom ‘raise hand’ or Zoom chat
Considerations

- Size of your audience may determine hardware needs
- Equipment might be available at the meeting facility
- Staffing & Training
  - We have 3 volunteers to setup and operate the equipment
  - Time required for system setup
    - Hardware components interconnection and power
    - Component configurations
    - Zoom, Captions, and Presenter Display configurations
    - An understanding of Zoom features is necessary for the Host and Co-Host. The Zoom website has tutorials
- Rehearse setup and operation of the system prior to first meeting
- May need separate Host and Co-Host laptops
Display Captions
Display Presenter’s Documents

Slides, PDF, Video…
Local meeting attendees

screen (Presenter)

projector

Presenter Laptop
Video Display Configuration with Captions
Public Address and Induction Loop Systems
Hand-held mic1

Hand-held mic2

Hand-held mic3

wireless handsfree transmitter

wireless microphone receiver

Induction loop

Ceiling PA speakers

PA system and Loop Amplifier
Four-Channel Microphone Receiver and Loop amplifier

Wireless Handsfree Transmitter Used With Hands-Free Headset
Summary of the In-Person Meeting System

- This the pre-hybrid configuration
- Was used for many years through 2019
- This view is included because it is still a valid configuration for in-person-only meetings and it is the basis for hybrid meetings
Converting To Hybrid Meetings
Options
Local Captions Laptop
Not on Zoom

Local WiFi Network

Internet

Local meeting attendees

External webcam/tripod

Zoom Host (Local)

Remote attendee (Zoom)

Remote Captioner (Zoom)

Audio on projector

Laptop

projector

screen (Caption)

screen (Presenter)

Local Presenter Laptop

On Zoom

Audio on

headphones

Local meeting attendees

Remote attendee (Zoom)

External webcam/tripod

Hearing loop

PA and Loop Amplifier

PA speakers

Sound Card

Loop signal pickup

wireless handsfree transmitter

device

Hand-held mic1

Hand-held mic2

Hand-held mic3

wireless mic receiver

wireless mic

Hand-held mic2

Hand-held mic3
Local Captions
Laptop
Not on Zoom

Local WiFi Network
Local meeting attendees
External webcam/tripod
Remote attendees (Zoom)
Remote Presenter (Zoom)
Remote Captioner (Zoom)
Local Presenter Laptop
On zoom Audio on

Zoom Co-host
Laptop
-Admit Zoom arrivals
-Q/A Moderator
Audio, Camera off

Co-Host (Local)

Hand-held mic2
Hand-held mic2
Hand-held mic3
wireless handsfree transmitter
wireless mic receiver
PA and Loop Amplifier
Sound Card
Loop signal pickup
Hearing loop
PA and Loop
Amplifier
PA speakers

<< meeting audio >>
<< captions >>
Rochester Chapter
Complete Hybrid System
Host Laptop connections

From Left to Right: wireless handsfree transmitter, sound card, Host Laptop, mouse, remote slide control, USB Hub, handheld microphone

Power and induction loop pickup
Other Options Under Consideration

- Camera for Audience Questions:
  - Handheld or Fixed
  - Must use handheld microphones (avoid feedback)
- Camera to show Audience (privacy considerations?)
  - Possibly pan and zoom
- Addition of an audio mixer, which would eliminate the wireless handsfree transmitter and manage inputs and outputs.
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