

Beaconsfield Toastmasters Club
Hybrid Meeting Setup and Considerations

Minimum Equipment Set up:

- TV or Projector / Screen to see online participants
 - Speakers, Timekeeper, and other online participants
- 1 or 2 laptops with Zoom and audio in and out and HDMI video out
 - Main computer for the AV master and the second for the speaking area especially if the in house speaker cannot see online participants or online timekeeper
- 2 Cameras minimum
 - Speaking area view
 - Audience view within the room
- Microphone to broadcast to online participants
- Speaker through TV, speaker phone or regular speaker to hear online and possibly speaker in the hall if voice needs to be amplified
- Need an **Audiovisual master** of the evening to control Zoom and all the technical setup at the physical location. AV person also decides on what view to show in the room from the online participants – speaker view, pinned view or gallery view
- Possibility of the Owl Pro at \$1,399 to handle all video and audio

Room arrangement considerations:

- Overall objective is to have an immersive and all-inclusive feel to the meeting for both online and in room audience participants.
- Speaker at the podium or speaking area needs to be heard and seen by online and in room participants:
 - Microphone considerations – Lavalier, regular mic, laptop mic, etc.
 - Video feed can be through a webcam or preferably a portable device – phone camera or tablet connected as a separate zoom participant and labeled “Speaking Area” The Zoom audience should possibly pin that view or use speaker view instead of gallery view
- Ideally, speaker at the podium should be able to see live audience and online audience
- Live audience should have a clear view of both live speaker and online speakers
- Online participants should have at least 2 views: Speaking area view and live audience view
- Possibility of having live audience members heard by the online participants. N.B. This should not interfere with the speaker’s ability to be heard!
- Social distancing of 1 metre between live audience participants – should be seated and then can unmask. Speaker could be standing but must remain at least 1 metre distanced.
- Anyone should be able to take a meeting role, whether online or live! (except for AV master)

Special considerations for a Toastmasters meeting and how to handle:

- Live PowerPoint presentations
 - Best Option: use Zoom meeting computer with remote control to run slide show.
 - Must provide AV master with slide deck in advance to load onto computer
 - Screen share so everyone in the room and online can see the PowerPoint
 - For viewers at home, they will need to pin the speaker’s area camera before the Screen sharing starts, if it is not the camera attached to the Zoom computer
 - 2nd Option – bring a second computer and login to zoom meeting and share your screen
 - In this case, you would need to join without audio, as the only mic that should be on in the room is the one connected to the main Zoom computer

- 3rd option – project the PowerPoint on the pull down screen in the room with the projector and ensure that the speaker’s camera view includes both speaker and screen.
 - This option would probably have the lowest video quality for online viewers
- Timekeeper considerations
 - Can be an online timekeeper or an in room timekeeper
 - For in house timekeeper
 - Can use an extra device with Zoom sign in and use strictly for timing (colored backgrounds) and possibly use it for audience participation when not used for timing (AV master should pin on screen so in house participants can see it)
 - Can use our Club timing device or large colored cards as long as they are clearly visible to the online audience (in house audience view using the Audience web camera)
 - Online timekeeper
 - AV master should pin the timekeeper during timed procedures for in house speakers
 - AV master should pin both the timekeeper and the speaker for online speakers
 - Can use the green, yellow, red colored backgrounds
 - Can use colored cards
- Ballot counting
 - Online participants can vote using polling controlled by AV master
 - Sgt at arms collects ballots from in person participants and tallies the count including the ones provided by the AV master
- Comments to speakers after a prepared speech from online and in house participants to online or in house speakers
 - For in house speakers
 - In house participants - Use ballot comments section and give directly to speaker
 - For online participants –
 - send comments by private message to AV master who controls the computer and will save the chat and copy and paste the personal comments to an email or text message and send to the speaker
 - or send comments directly by text message or email
 - For online speakers
 - Online participants send comments through direct message to online speaker as is done now
 - In house participants can send comments either immediately or later by:
 - Email
 - Text message
 - Use an app? Toastmasters App? Fillable ballot comments?
 - We can consider making a fillable sheet similar to the ballot comments we already use that meeting participants could fill in and send to speakers by email.