

TIPS FOR EFFECTIVE HYBRID LECTURES IN GUILD MEETINGS

Hybrid meetings are a way to offer lectures for members and guests who are both in person and attending virtually. A hybrid meeting can be conducted in two ways and each has common and unique technical challenges. All of these challenges can be resolved with patience and testing the best configuration for your meeting venue.

Hybrid meetings can be held as:

- Lecturer is in person in the meeting room with some attendees. Other attendees are viewing over zoom.
- Lecturer is on Zoom and sharing their screen. Attendees are in a meeting room and logging into the Zoom session.

Here are some tips and important questions to review in advance and during a hybrid meeting. Each venue will have specific tech setup requirements - this list is a general guide to help you get prepared.

PREPARATION & TESTING

1. Has your guild hosted a hybrid meeting which involved a speaker logging in via Zoom-- and how did that work for both audiences and the presenter?
2. Have you scheduled a test session with a presenter (or a member acting as a presenter). If this is your first hybrid meeting, a full test session using all of the same equipment that you will use during the meeting is HIGHLY recommended.
3. Is there a backup laptop or MAC available in the meeting room in case of equipment failure?
4. If you are using a microphone for the in-room presenters, then test if you need to log into Zoom with the in-room laptop(s) WITHOUT audio. Turning laptops to MUTE will not always eliminate feedback since the laptop speakers are still 'on' and will pick up the sound in the room.
5. Do you have quality external speakers to connect to the projector and/or laptop so that the audience in the meeting room and over zoom can hear the Zoom or in-room presentation?
6. Does your meeting space have sufficient wifi bandwidth for the Zoom meeting? Sometimes, asking in-room attendees to put phones on Airplane mode or log off the venue wifi helps quite a bit.
7. If the Lecturer is showing a PowerPoint presentation or a video, test that it is running properly on the in-room or presenter's equipment.
8. Make the presenter the CoHost to ensure they can share their screen. Test before meeting begins.
9. If the Lecturer is showing quilts live in the meeting room, is the camera focused on the stage so that Zoom attendees can see the quilts? The camera MUST be stationary-- moving a camera around will cause vertigo for some Zoom attendees.

10. Is there a dedicated tech person or team to deal with issues as they arise in the meeting and do you have their cellphone number in case of problems? Please do not expect your presenter to be a tech support person.
11. Do you have a cell phone to reach the presenter in case of issues?
12. What is Plan B in case a meeting breaks down? Rescheduling the lecture as a live Zoom only session for all members and guests is often the easiest way to fit the session into everyone's calendar.

DURING THE MEETING

1. Make the presenter the CoHost to ensure they can share their screen if they are on Zoom. Test sharing before meeting begins.
2. What opportunities are there for interaction between those attending in-person and those logging in via Zoom? A Zoom moderator and an in-room moderator will help facilitate interaction.
3. Will the presenter on Zoom be able to see those in the audience and know what they are viewing?
4. If the presenter is in the room and showing actual quilts, is the camera focused on the stage so that Zoom attendees can see the quilts? The camera **MUST** be stationary—moving a camera around will cause vertigo for some Zoom attendees.
5. How will you moderate questions/comments for both audiences and feed those to the presenter?
6. What communication/coordination is there between guild reps moderating the meeting both in person and via Zoom to troubleshoot on either end? Cell phone numbers are often the best way to reach each other.
7. Is there a dedicated tech person or team to deal with issues as they arise in the meeting and do you have their cellphone number in case of problems? Please do not expect your presenter to be a tech support person.

BE PREPARED FOR THINGS TO GO WRONG!
Glitches are bound to happen even after testing and holding successful sessions. Stay calm, test how to resolve the glitch and resume your session.