

Appendix C

Room Setup and Technical Equipment

The task was to determine a room lay-out which meets the requirements for hosting a Hybrid Meeting with up to 500 of online members and approx. 150 in-person attendees.

The meeting location in Langley is a commonly known by our members and has been used in the past for a number for Area Assemblies. The room has been equipped with one microphone for the Area Chair and two microphones for the audience in the room. All components have been connected to speaker-boxes and served for the in-room-audio-experience. As for the visual-presentation-experience a projector on a table with a projector screen has been used.

This setup worked in the past for in-person meetings and could be used as is, enhanced by the specific requirements for Hybrid Meetings, such as:

1. In-Room Attendees should see and hear the speaking Online Attendee.
2. Online Attendees should see and hear the speaking In-Room Attendee.
3. Online Attendees should get a visual feeling about the atmosphere in the room.
4. All-Attendees should have the same visual and audible experience from any electronic presentations. (e.g., PowerPoint)

We recommend using the following equipment for the Hybrid Meeting (figure 1, 2, 3 below)

1. Audio

Room and Zoom need best audio quality to listen to all Zoom-Participants, Chair and Members

- 2 high quality speaker boxes for audience in room and on Zoom
- 3 high quality microphones / wired / wireless positioned for Chair and In-Room-Attendees
- Audio Mixer with USB ports

2. Visual coming from Chair and In Person Speakers in the Room to Zoom

Zoom need best visual quality to see Speakers in the Room – Chair and In-Room Attendees

- 1 Laptop on table or podium for Chairperson/Presenters at the front of the room
- 2 Laptops on tables or podiums at each side of the room for In-Room Attendees (Speakers who do not want to be on camera may turn camera off by closing or turning the laptop) AWSCM may only require 1 laptop for In-Room Attendees
- 1 Laptop on the table for Hybrid Meeting Event Coordinator
- 1 Laptop on a table for Hybrid Meeting Equipment Coordinator
- 1 Wide Angle Camera (connected to a laptop) facing into the room to catch the Audience in the Room (This camera may be connected to the Hybrid Meeting Event Coordinator laptop)

3. Visual coming from Speakers on Zoom to Room

Room needs some acceptable display of Zoom-Speaker

- 1 Projector to stream Zoom Speakers and Presentations visible simultaneously for in-room Attendees and Zoom Attendees

- 1 Projector Screen to allow in-room Attendees to see what's been displayed on Zoom (e.g., speaker, screen share and zoom attendees)

Our thoughts on achieving the best Audio- and Video-Experience for all participants have been using 3 microphones (wired for Chairperson and wireless for in-room Attendees), 2 speaker boxes, 1 audio mixer, 4 laptops, 1 wide angle camera, 1 video projector, 1 projector screen.

For Audio

- By using 3 microphones wired and wireless all active speaking participants have access to a device which guarantees easy access and best voice quality.
- By using 2 In-Room-Speaker-Boxes the best quality of sound for in-room Attendees is guaranteed.
- By using a dedicated Audio-Mixer all devices are professionally connected and balanced. In this way the microphones, the speaker boxes and the Zoom-INPUT and OUTPUT-Audio-System are properly balanced.

For Visual

- By using 3 Laptops for the Chair and the two In-Room-Speakers.
 - All 3 Laptops are muted
 - The Laptop Cameras serve as the visual input from the Chair and the In-Room Attendee at the mic to the Zoom Audience
 - The Laptop Displays serve as a display device for the Chair and the In-Room-Attendees at the mic to see and correct the recorded image of themselves
- By using 1 Laptop for the Hybrid Meeting Event Coordinator and another for the Hybrid Meeting Equipment Coordinator
 - The tasks of the Hybrid Meeting Event Coordinator and Hybrid Meeting Equipment Coordinator are described in the job description in Appendix E.

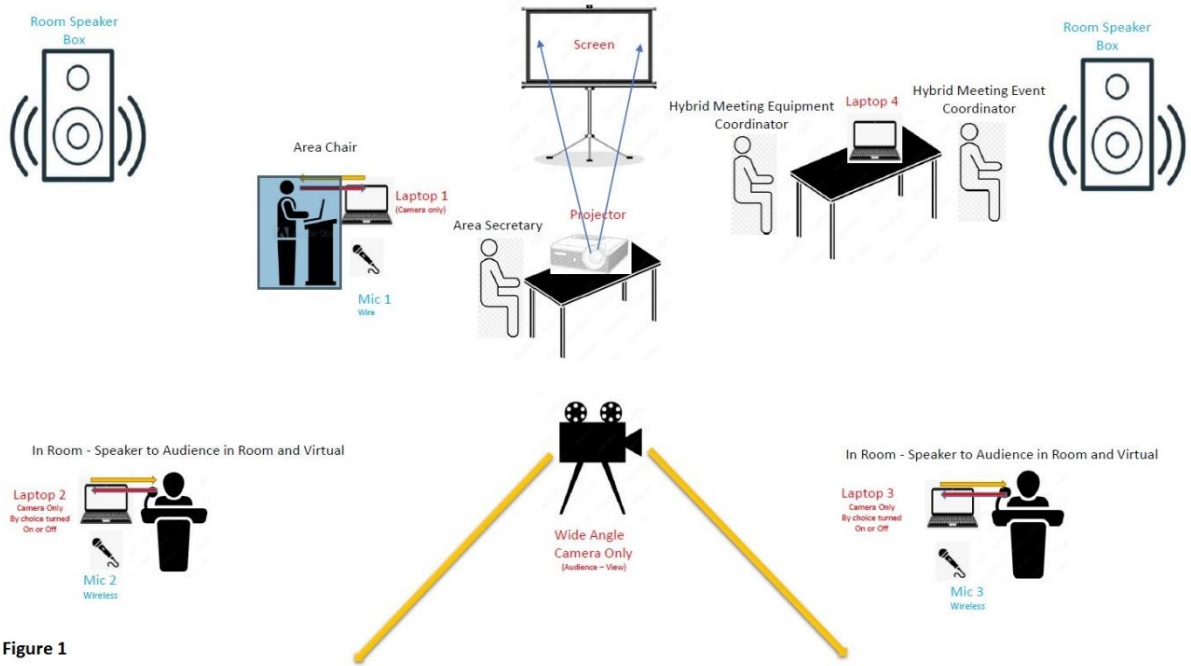


Figure 1



OPTION A
Mixer that includes USB

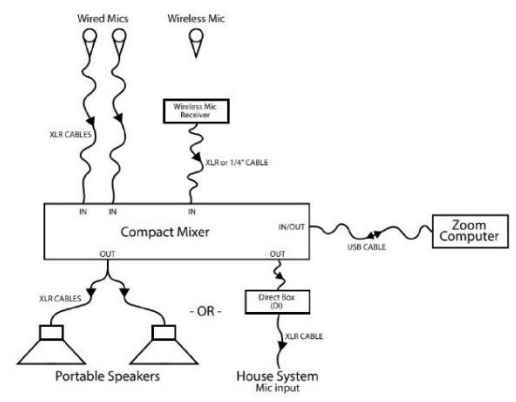
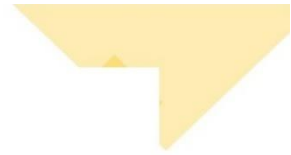


Figure 2





OPTION B
Smaller Mixer with a separate USB interface

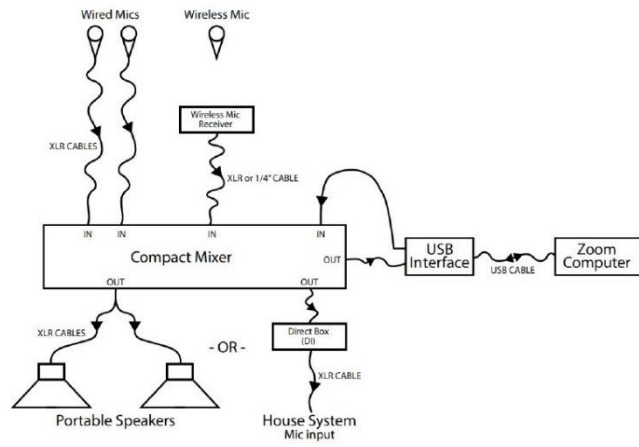


Figure 3

