**Hybrid Meeting Event Host**

**Works with Area Chair and Group Records Coordinator to prepare registration for the online members; collects presentation materials, manages the experience of members joining online to ensure everyone can see and hear the presentations, and facilitate online member's participation.**

**Hybrid Meeting Event Host duties**

- Set up account settings to reflect the needs of the event (e.g., disable cloud recording but allow secretary to record on her device)
- Set up and manage registration in cooperation with Group Records Coordinator & Area Chair (share registration link in Bulletin and on BC/Yukon Website)
- In cooperation with Hybrid Meeting Equipment Coordinator, ensure software is operational on all devices and equipment is functioning as needed
- Give list of registrants to Group Records Coordinator when requested – up to and including the time designated for voting on the agenda
- Assign co-host controls to Hybrid Meeting Equipment Coordinator and Area Secretary.
- Ask for all presenters to submit any files to be displayed on screen (via screen share)
- Follow the agenda to ensure preparations are in place for software functions as indicated (e.g., screen share, voting)
- For Host and all Co-Hosts: to be easily visible to online participants, list name with # first to keep name at top of participant list (e.g., # Tech Coordinator - Sally)
- Display zoom gallery view on projector screen when not using screen share
- Pin speakers to be seen by online members and on projector screen for in person members
- Manage voting using poll function
- Create breakout rooms if needed
- Monitor chat and close during presentations if necessary (participants can still chat with host/co-hosts)
- Assign additional co-host(s) if online attendance is more than 25 to assist with the following tasks
  - Assist zoom participants with mute and video functions if needed *
  - Respond to relevant queries in chat *
  - Monitor and respond to participants displaying inappropriate behaviour on video or chat *
  - Put tradition 7 information in the chat *
- Close programs at the end of the program and return laptops to owners (e.g., Bulletin Coordinator laptop)
- Follow up with registered participants if requested by Chair or Group Records Coordinator.