

Hybrid Meetings Ideas

From Dan Goldberg

Dan is in a Chicago I-Group and offers this advice for a hybrid meeting.
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Key: A home or apartment with a strong Wi-Fi signal..

Equipment:

- A decent size Flat Panel TV (to blow up the laptop screen making it easier for those meeting in person to see everyone on the Zoom call)
- Lap top
- A good conference style speakerphone (6 speakers) that allows you to spread out in the room and still be able to hear everyone via Zoom and for those on Zoom to hear everyone in the room clearly.
- Depending on the lap top (Mac vs PC), you will need a few 6-12 foot USB cables and another 6-12 foot HDMI cable. If using a Mac you will need an adaptor to connect the HDMI cable to your Mac, however if you have a later model PC most come with HDMI port. If you use Mac and have an external monitor, it's the same connector you use for that.
- Between the speakerphone and extra cables, I spent about \$200.00 in total and although you could try to do without the speakerphone, we found it too difficult for everyone to hear each other as we moved away from the laptop without it so its worth the investment IMJ.
- Second iPad.

Method:

- Connect laptop to the Wi-Fi , use HDMI cable connected to 65" Flat Panel TV, switch the TV signal to HDMI.
- Connect the speakerphone to laptop via USB to avoid any potential issues using bluetooth.
- Later added a second Ipad to the set up to pick up an additional angle; turn off the sound off on the Ipad to avoid any feedback from having the speakers to close together



From David Corley

David invented this device, which allows all in a circle to see the monitor. Requires: four way camera, four monitors, speaker/microphone. Contact info: 314 974-0176, david.corley1@gmail.com.

