

SCORE Port Charlotte 318

1777 Tamiami Trail
Port Charlotte, Florida 33948
(941) 743-6179



Hybrid Meetings and Webcasts

- A “hybrid” meeting is when two or more participants are in the same room and others join via ZOOM or another video messaging platform.
- The desire is to fully include remote participants as if they were present in the room.
- A simple physical set-up along with some improvements in technology makes this possible.

ZOOM meetings (webinars or meetings) are designed to maximize interaction between participants. Using a “home location” with improved technology will leverage the power of video and improve communication.

For these examples we’ll use a home location of 4 – 6 people and limitless remote participants. Events can be scaled up or down.

Audio/video quality is key. Improving the audio and camera coverage eliminates distractions caused by technical deficiencies.

The attached page details equipment and set-up recommendations for chapters.

I strongly recommend you start simply and add to the complexity as you have success. Upgraded microphones and cameras; along with proper placement will improve the experience greatly. Some chapters may want to improve further with the addition of additional microphones and cameras and an assigned “technical director” for the event.

I hope you find this helpful and I am always available to assist at greg.imig@scorevolunteer.org.

Sincerely,

Greg Imig
Certified Mentor/Vice Chair
SCORE Chapter 318

SCORE Port Charlotte 318

1777 Tamiami Trail
Port Charlotte, Florida 33948
(941) 743-6179

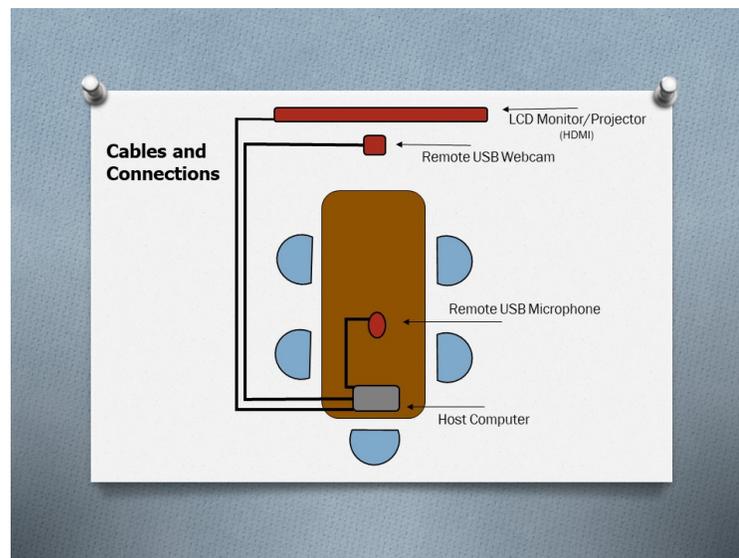


Hybrid Meetings and Webcasts

Physical Set

- To include remote participants – give them a “seat at the table”
- Use a large monitor/projector to display ZOOM meeting to everyone in the room
- Camera and monitor at the same location for good eye-contact
- A single tabletop microphone for good room pick-up.

Small Room



Complex meetings and events benefit from a technical director operating the host computer, operating audio/video and PowerPoint/sharing material.

EQUIPMENT (Available on Amazon)

Audio-Technica AT2020USB+ Cardioid Condenser USB Microphone

Logitech C922x Pro Stream Webcam – Full 1080p HD Camera

HDMI Cable Coupler - HDMI Female to HDMI Female Coupler Connector Pack 6pcs

USB Cable coupler - Basesailor USB Female to Female Adapter (3-Pack), USB 3.0 Female to Type A Female 3.0 Cable Coupler

Common HDMI and USB cables to reach (50' maximum)