



HYBRID MEETINGS

Objective – Review the equipment and the do's and don'ts of a Hybrid meeting so you do NOT have to reinvent the wheel.

Making your team more effective!

HYBRID MEETINGS

Want to start a conversation on your organizations needs. We will be asking for your input via Chat and Polling Questions.

- Turn your video on. No one likes to present to a blank screen.
- Ensure we have your correct name so we can put a name to a face.
- Mute yourself – just like in your Zoom meetings.



Agenda

Equipment - Good, Better, Best

Excellent Hybrid Meetings – The Do's & Don'ts

We have tested a lot of options. There may be other options, but we are only discussing what we tested.



HYBRID MEETINGS

Equipment - Good, Better, & Best

Audio – What I Heard – Speaker & Microphone
combos for ease of use & portability

Visual – What I Saw – Camera and Projection



Basic Set-Up

Internet Connection

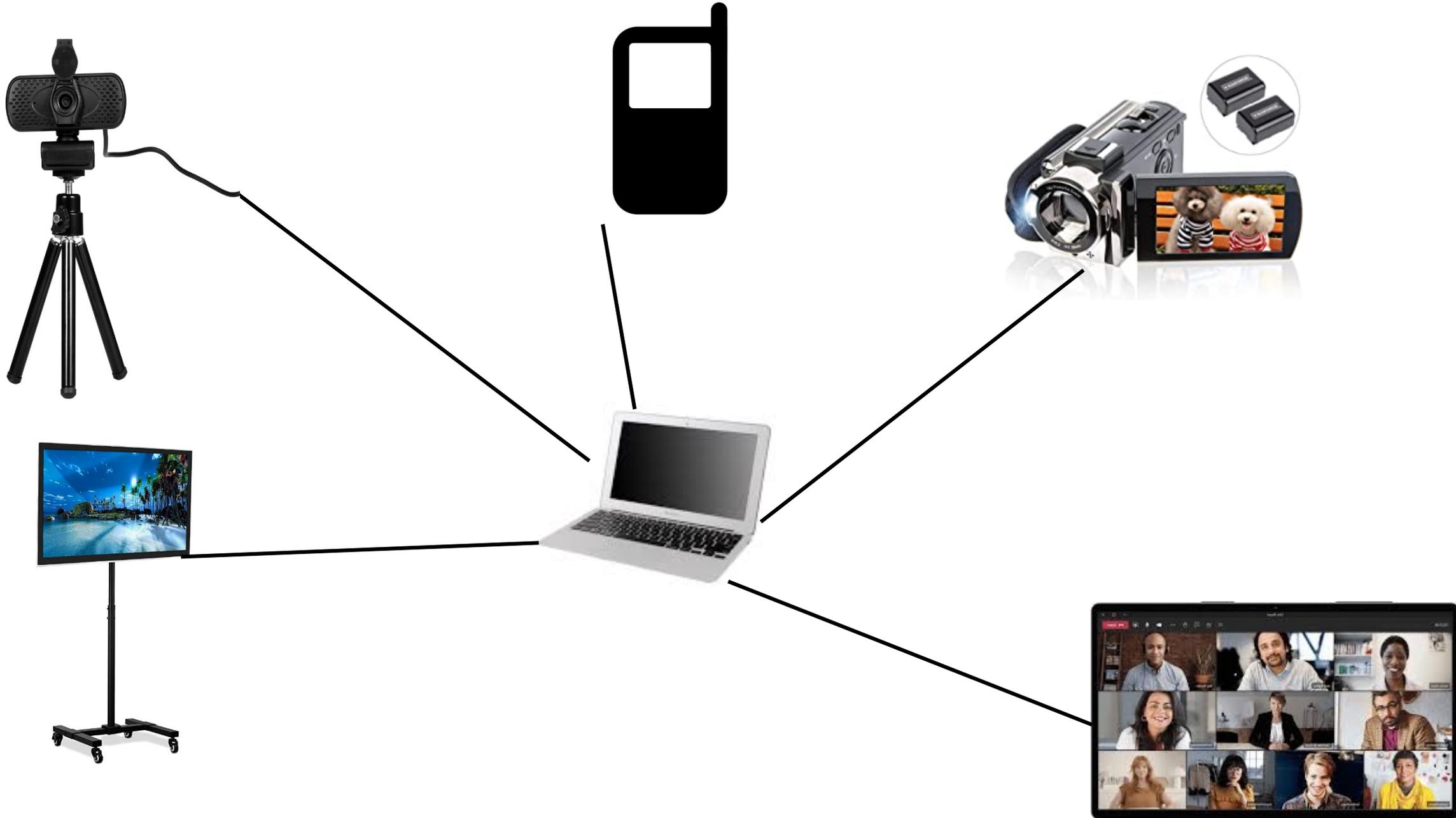
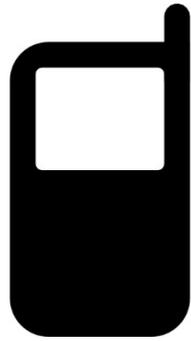
Laptops (built in microphone & camera)

Cellphones (built in microphone & camera)

Minimal to no investment.

You are already familiar with the equipment.

Like having a Zoom meeting with some people in the room. Speakers are tied to the computer, but there is more energy because some people are “present” in the room.



Audio - Good

- [Dknight Magicbox II](#)
- \$29.99
- (no longer available via Amazon, great option is the OontZ Angle 3 (3rd Gen) for \$25.99)
- bluetooth brick, great for smaller crowd (6-8 people)

Inexpensive upgrade that works

- Best suited for smaller groups.
- Excellent bang for the buck and portable.



Audio – Microphone Only

USB Microphone, TONOR Computer Condenser PC Gaming Mic with Tripod Stand & Pop Filter for Streaming, Podcasting, Vocal Recording, Compatible with Laptop Desktop Windows Computer, TC-777

\$42.99

Picks up sound where the microphone is facing.

Forces speakers to come to the front of the room.

Excellent when you don't want to hear the dog barking in the background.



Audio - Better

[Jabra Speak 410](#)

\$109.95 (plus 50' USB cable \$9.99)

one piece unit with plenty of boom



Excellent sound quality and easy to set up.

- Plug & Play connectivity.
- Optimized for four person huddle rooms. Start to lose people with bigger groups.

Audio – Even Better

[Anker PowerConf S3](#)

\$129.99,

Powerful one piece unit that Hillcrest Platte County is using for their board meetings



Excellent sound quality and easy to set up.

- Captures the 360 sound with ultra clear quality.
- Easily portable.

Audio – Best

[Luna by eMeet Direct](#) (x2)

\$179.98 (plus audio 20' cable extension \$9.99) *bluetooth*

2-piece unit that is daisy chained via audio cable, best sound capture

Two speakers tied together via 20' cable

- Captures the sound of a larger crowd.
- Handles the big room extremely well.



Audio – Options

Equipment	Cost	Quality	Notes
OontZ Angle 3 (3rd Gen)	\$25.99	Good	Great bang for the buck and a small group.
TONOR Computer Condenser PC Gaming Mic	\$42.99	Microphone Only	Microphone only - great for blocking out background noise
<u>Jabra Speak 410</u>	\$109.95	Better	Need to purchase \$9.99 cable
<u>Anker PowerConf S3</u>	\$129.99	Even Better	Ultra clear 360 sound
<u>Luna by eMeet Direct</u> (x2)	\$179.98	Best	Excellent for bigger groups. Need to buy two units and a \$9.98 cable.

Video - Better

Aoozi Webcam with Microphone, Webcam 1080P USB
Computer Web Camera with Facial-Enhancement
Technology, Widescreen Video Calling and Recording,
Streaming Camera with Tripod

\$24.99

- Plug & Play connectivity
- Comes with Tripod
- Low cost option with great flexibility.



Video - Best

Conference Room Camera Full HD 1080p USB PTZ
Video Conference Camera for Business Meetings
Wide Angle More Optical Zoom (3 Optical USB)

\$269.00

- Wide angle lens shows more of the room.
- Remote control for camera movement.
- Broad application compatibility.



Projectors / Monitors - Better

RCA Roku Smart Android Wi-Fi Home Projector,
HD, LED, RPJ129

\$149.00



- Good connectivity.
- Good – not great – picture.
- Fan is loud projector gets hot.

Projectors - Best

Epson EX3220, SVGA, 3000 Lumens Color Brightness (color light output), 3000 Lumens White Brightness, 3LCD Projector

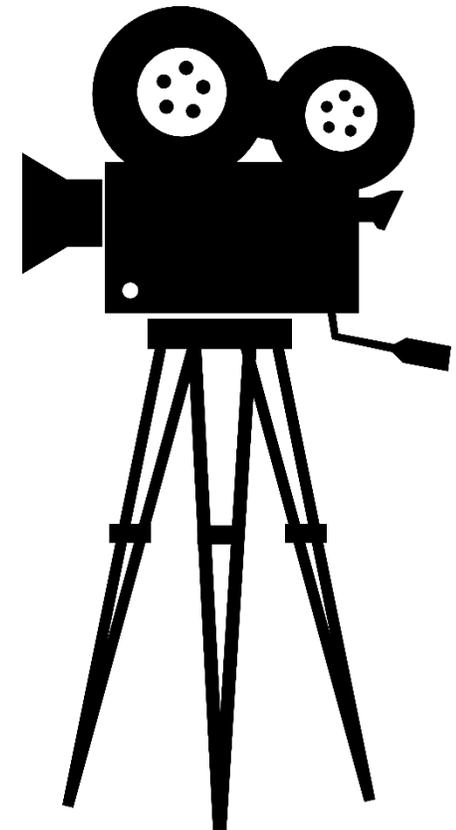
\$399.00



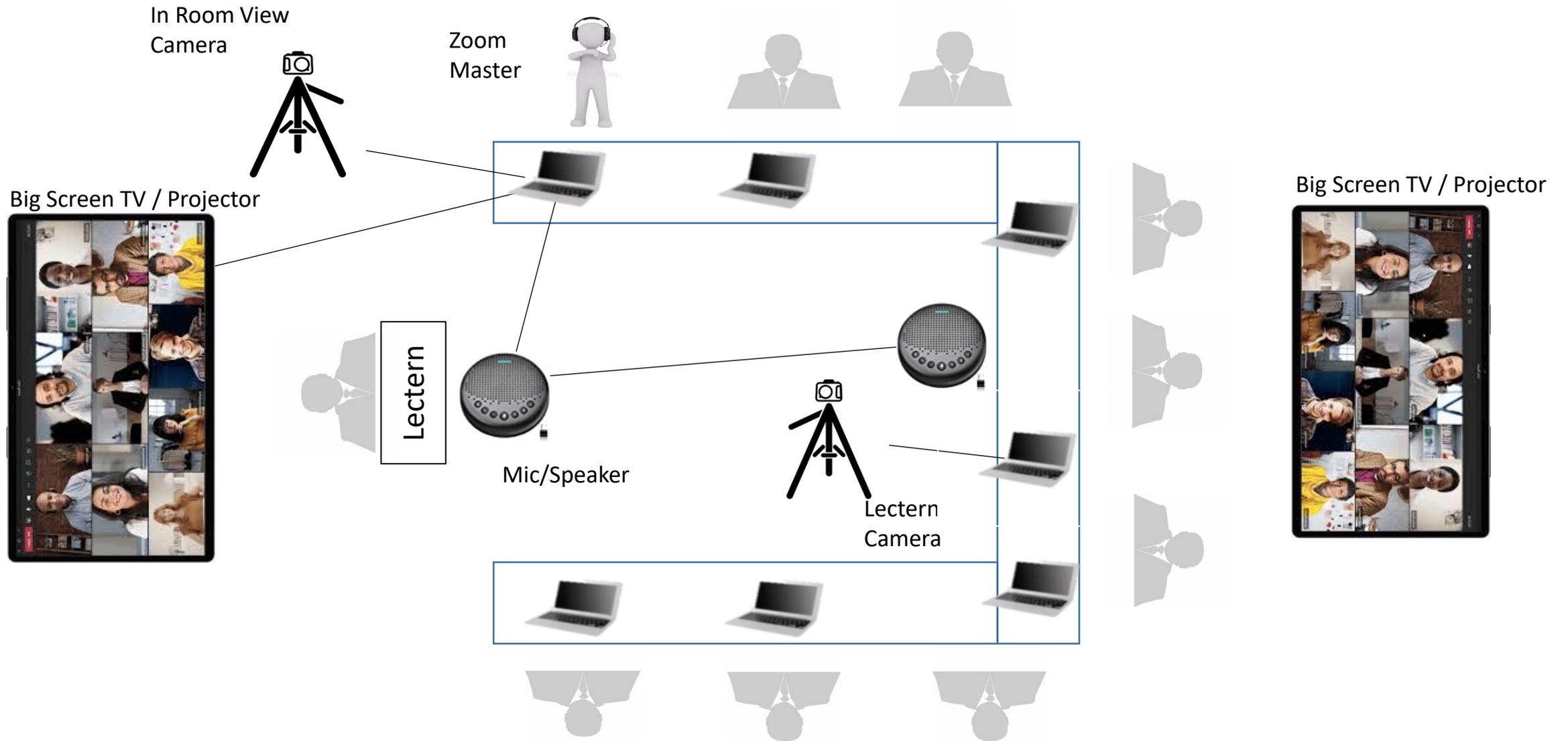
- Easy setup and light weight with carrying case.
- Great picture that does not require total darkness.
- Works when you have a big 100+ crowd.
- Good introductory high-end projector.

Advanced Tech, Engaged Users

- Let's see some faces!
- Projectors, TVs, large monitors
- Better audio quality.



Optimal Hybrid Meeting Setup





Hybrid ‘meeting in a bag’ Checklist

- Internet/WiFi
- ‘Director’, behind the scenes assistance
- Connected Devices (laptops, phones)
- Connected Mic/speaker to the online meeting
- In-room Video via webcams
- Projector/TV
- Time! 20-30 minutes of prep time ahead of schedule.