Running Hybrid Meetings

September 1, 2021

Welcome!
Our Anti-Oppression Values

RESULTS is a movement of passionate, committed everyday people. Together we use our voices to influence political decisions that will bring an end to poverty. Poverty cannot end as long as oppression exists. We commit to opposing all forms of oppression, including ableism, ageism, classism, colonialism, homophobia, racism, religious discrimination, sexism, transphobia, white saviorism, and xenophobia.

At RESULTS we pledge to create space for all voices, including those of us who are currently experiencing poverty. We will address oppressive behavior in our interactions, families, communities, work, and world. Our strength is rooted in our diversity of experiences, not in our assumptions.

With unearned privilege comes the responsibility to act so the burden to educate and change doesn’t fall solely on those experiencing oppression. When we miss the mark on our values, we will acknowledge our mistake, seek forgiveness, learn, and work together as a community to pursue equity.

There are no saviors — only partners, advocates, and allies. We agree to help make the RESULTS movement a respectful, inclusive space.

Find all our anti-oppression resources at: https://results.org/volunteers/anti-oppression/
Objectives

1. Discuss the context we are living in and how is affecting our communications
2. Look at the technology and equipment needed to run hybrid meeting.
3. Provide tips for making your making your hybrid meetings successful.
Current Context

• RESULTS based on relationships, but COVID has made in-person meetings complex.
• Virtual meetings have saved our advocacy and created new opportunity to expand.
• The context has changed: we need the capability to meet part in person, part virtually.
Why this will not change

• People don’t feel comfortable being in person.
• Some are too far away to join in person because our groups have expanded their geography.
• Virtual meetings work pretty well.
What do we need to do to be successful?

• People gathering in person can see and hear those online (screen, speaker)
• People online can see and hear those in a room together (microphone, camera)
• Good internet access
• Software (Zoom)
Who has run or been part of a hybrid meeting?

- What works?
- What doesn’t?
Choosing a location

• Meeting room set up—chairs around a circle or a table. Choose spaces that work—you may have to sacrifice the space in a bookstore, restaurant, Whole Foods if it’s noisy and if internet is not strong.

• Colleges and universities, libraries, and homes typically have the good set ups.
What do we need to do to be successful?

- People gathering in person can see and hear those online (screen, speaker)
- People online can see and hear those in a room together (microphone, camera)
- Good internet access
- Software (Zoom)
Equipment set ups
Small meeting set up

Audience: 4 in the room, 1+ online

- Computer serves as camera, microphone, speaker, screen

+/-
  - +Simple
  - -Managing webinar
  - -Taking notes

Improvements: second computer: note taker, zoom manager
Medium size meeting

Audience: 7 in the room, 1+ online

- Laptop serves as camera, microphone, speaker, screen

+/-:
  - +Simple
  - -Managing webinar
  - -Taking notes
  - -Projecting audio
  - -Small screen

Improvements: add mic, screen
Medium/large size meeting

Audience: 9, 1+ online

Laptop is camera, mic, TV is screen and speaker

+/-
- +Simple
- +Big screen
- -Managing webinar
- -Taking notes
- -Microphone far away

Improvements: second manager, add mic
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Equipment
Equipment
Other options/tips

• Add smart phone on a tripod for another camera and/or mic. Can be passed around.
• Add projector for larger meetings. Project online participants on a screen, laptop camera shows speaker, phone captures in-room audience.
• Have two managers—one online, one in room
• Practice your set up before your meeting.
Making online experience positive

Be inclusive:

• Everyone introduces. Start online.
• People who dial in can only hear, not see.
• Call on people people online
• Make eye contact with people online
• Set rules about noise, chat function, muting
• Two moderators—one for online, one offline
Making online experience positive

- Speak loudly toward the mic
- Don’t have side conversations
- Don’t eat food during the meeting
- Don’t bang on the surface where the computer is
- Don’t slide dishes, crunch bags, or have a lot of physical movements during the meeting.
What do you need to be successful?

- Guides and resources:
  - [Rotary hybrid meeting guide](#)
  - [Set up for hybrid meetings](#)
  - [Avoiding Echo](#)
  - [Leading a Hybrid Meeting](#)
  - [Checklist for online meetings](#)