HYBRID ZOOM TRAINING

Thursday, August 13
7 – 8pm
THANK YOU SCHEELS!!!
YOUR TRAINERS

• John Crudele (in-person at Scheels)
  – 2019-20 Past President, Eden Prairie AM

• Bridget Hallstrom (live via Zoom)
  – Membership Director, Rotary Club of Edina

• Terry Low (in-person at Scheels)
  – 2018-19 Past President, Bloomington Noon

• Jewelie Grape (live via Zoom)
  – 2019-20 Past President & District Trainer, Minneapolis City of Lakes
AGENDA

• What is a hybrid meeting? Why? How?
• Technical requirements
• Resources
• Panel discussion
• Q&A
WHAT IS A HYBRID MEETING?
HYBRID MEETING

• Club meetings held both in-person and on Zoom in real time
• Goal is to honor and support member engagement and retention
• Generate an interactive experience for the people on Zoom and in the room
IN THE ROOM

- Laptop(s), projector/big screen TV allow in-person attendees to see and hear those on Zoom
- Announcements/speakers at podium can be seen and heard by those on Zoom
- All agenda items can involve both groups for greater engagement
- Requires someone to set up and oversee laptop(s) and webcam/video phone in the meeting room
IN THE ROOM
IN THE ROOM
ON ZOOM

- Personal Home Computer or Phone to Participate
- Webcam/Video phone and laptop(s) in the meeting room allow Zoom attendees to see and hear those at the podium real time at the in-person meeting
- Creates dynamic interactions between the in-person and Zoom Club meeting attendees
- Requires paid Zoom account (Rotary 20% discount)
MODELING THE START OF A HYBRID MEETING

• Pledge of Allegiance/Inspiration/4 way test

The Four Way Test

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?
TECHNICAL REQUIREMENTS
TECHNICAL REQUIREMENTS – Small Club

- Laptop
- Tripod
- Cell Phone
- Powered Speakers
- Connection to Big Screen TV or Projector
TECHNICAL REQUIREMENTS – Small Club
TECHNICAL REQUIREMENTS – Small Club
TECHNICAL REQUIREMENTS – Mid to Large Club

• Same ...
• Powered Speakers or in-Room Sound
• Microphone
• Projector
• Mixer
• USB Card
• Cables
TECHNICAL REQUIREMENTS – Mid to Large Club
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RESOURCES
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- YouTube videos explaining how to set up and connect equipment
- A “setup and tips” summary and a detailed handout explaining how to set up equipment for a hybrid meeting
- “Who to call for help” Rotary Tech Advisor
PANEL DISCUSSION
• Marlys Gesme, President – Prior Lake
• Josh Sprague, Past President – Edina Noon
• Terry Low, Past President – Bloomington Noon