

3 Ways to Kill a Hybrid Meeting & 3 Ways to Cure it

*and How to do Cool Video Tricks to Give
Your Meeting More Energy*

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Terry Yackley

SEA Toastmasters - Breakout Room D

First, Housekeeping

- Handouts – **we** will put them in the chat
- Questions – **you** put them in the chat and we answer after each section for 5 minutes
- Poll questions – we will ask you for your input!

Vocabulary



*Zoom or
Zoom?*



Speaker or Speaker?

Poll Question 1

For your home club - What kind of meetings is your club having currently?

- a. Online only**
- b. In-person only**
- c. Hybrid**

Poll Question 2

For your work location – Is it currently?

- a. Online only**
- b. In-person only**
- c. Hybrid**

Poll Question 3

Tell us about your TM club's physical location:

- a. We don't have one anymore – only online**
- b. We still have a location, but that place is still closed for the pandemic**
- c. We have a physical location, and some club members go there each meeting**

Why Toastmasters?



1876-2019...

Toastmaster

Microphone

Audience

Timer

- Store
FT Dan
- ① AK
 - ② Hsiu
 - ③ Emily
 - ④ Teresa
 - ⑤ Sarit
 - ⑥ D

...2020



Audience

Toastmaster

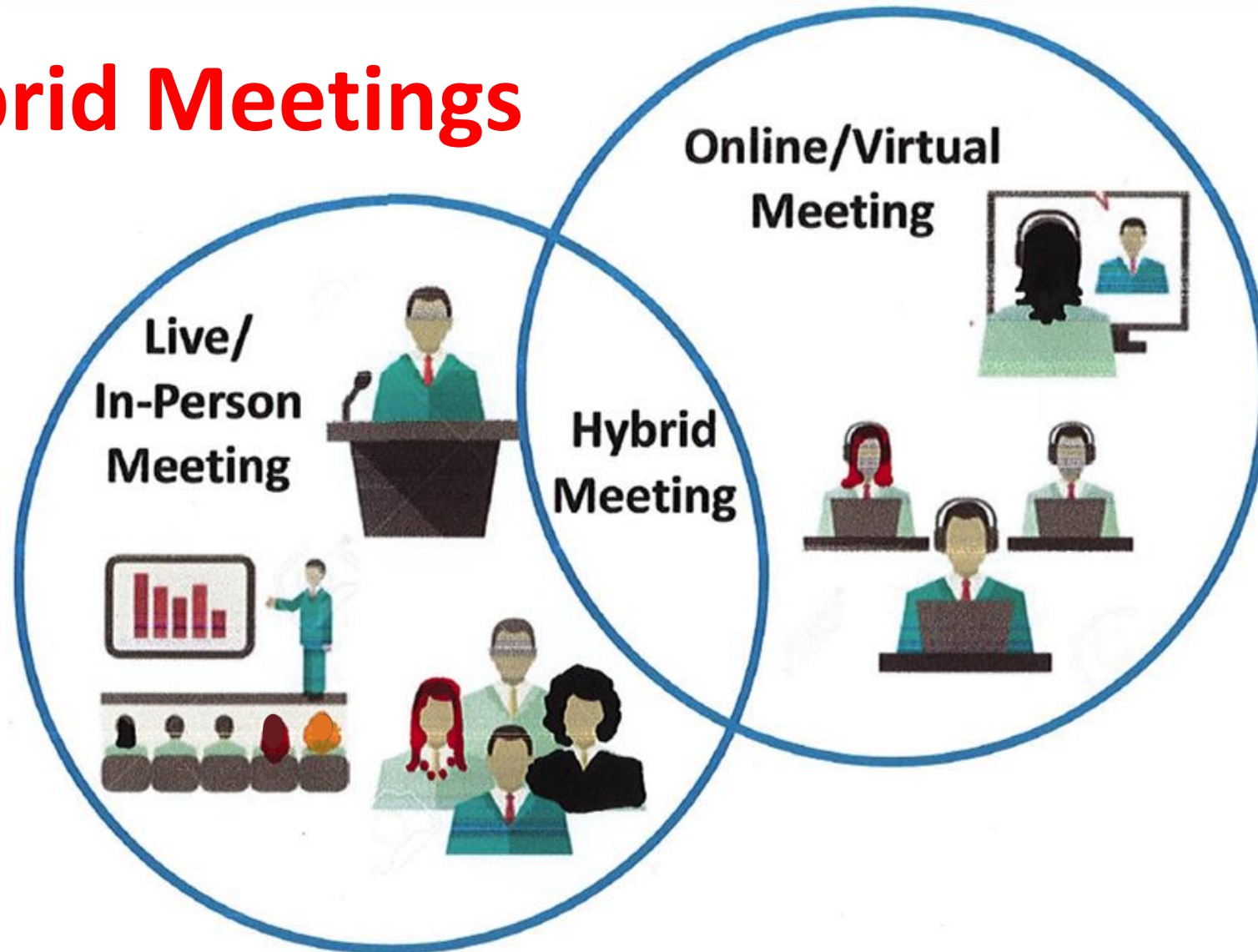
Timer



...2021?

Does your
Toastmaster
meeting take
place here?

Hybrid Meetings



Online communication isn't for everyone:

1. Adaptation Difficulties
2. Technical Issues
3. Lack of Human Contact
4. Poor (No) Tech Support

Ways to mitigate problems:

1. Work within Your Communication Style
2. Assign a Mentor
3. Assign a Web Master
4. Work in Teams

Teams for online meetings? Stanford study shows efficacy of team-based online learning research from 2014:

16X

Students on teams were 16X more likely to pass the course

5X

Students in teams signed in 5 times as often as individuals

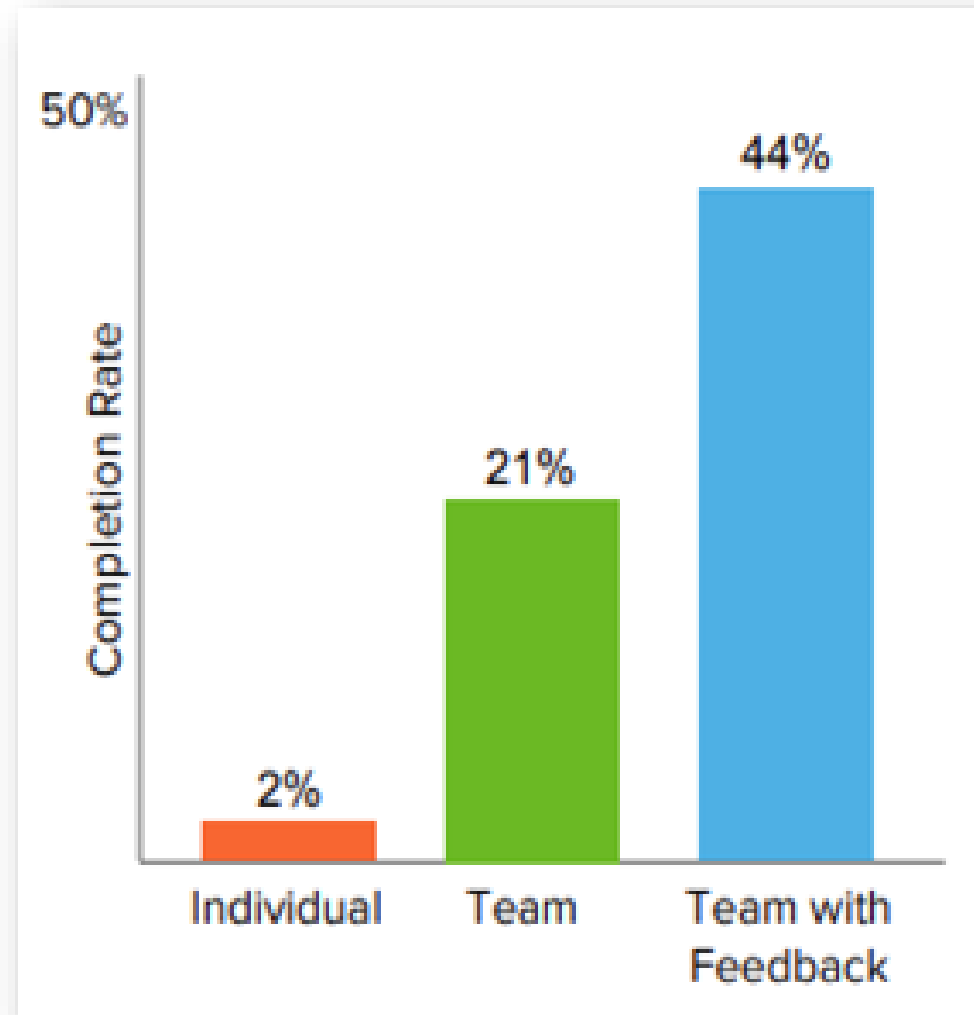
44%

44 % of all enrolled students with mentors passed the course

13%

Adding a mentor alone increased logins by 13%

Only 2% of Adult Students passed an online course the first time!





Questions so far?

Poll Question 4

How do your members access the online meetings?

- a. Smart-phone**
- b. Laptop computer**
- c. Tablet**
- d. Combination of them**

Poll Question 5

Did you lose any members due to having to go online?

a. Yes

b. No

c. Maybe – I don't know for sure



Or here?



**Is this a
good room
layout for a
hybrid
meeting?**



Keep Your Lines of Sight Straight
...That is what is important

Keep Your Lines of Sight Straight
...straight, yes, but also awkward





Maybe not.



Will the expensive corporate plan work for your club?



**Maybe
not.**

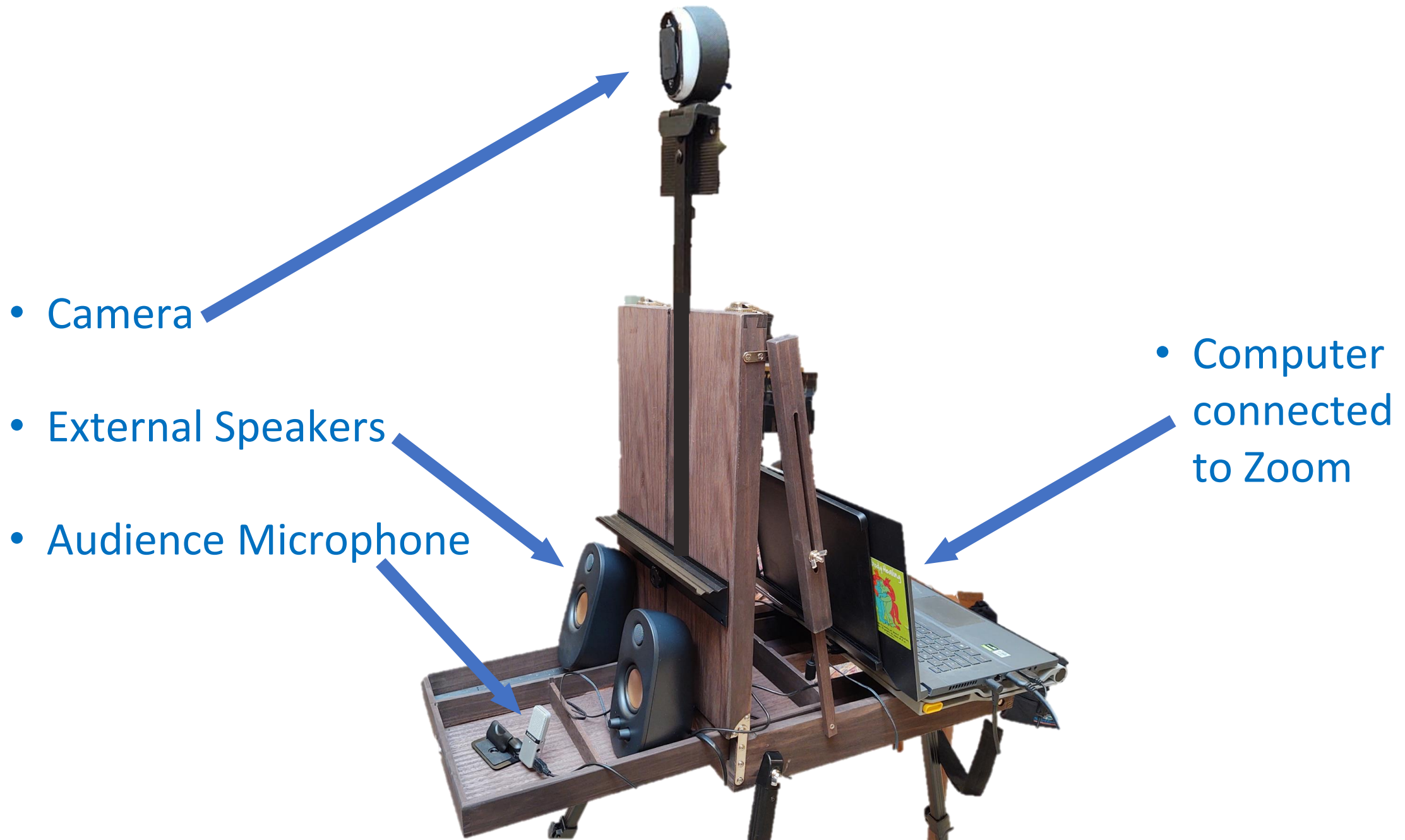
Questions so far?



Pleine Aire Easel

- Inexpensive
- Lightweight
- Compact
- Can carry cords





- Camera

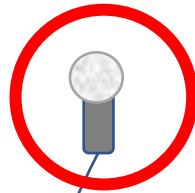
- External Speakers

- Audience Microphone

- Computer connected to Zoom

Minimum Needs

at physical location



- Camera
- Microphone
- Main Computer to Zoom
- Big Screen

(Front View)

Additional Items

at physical location



(Front View)

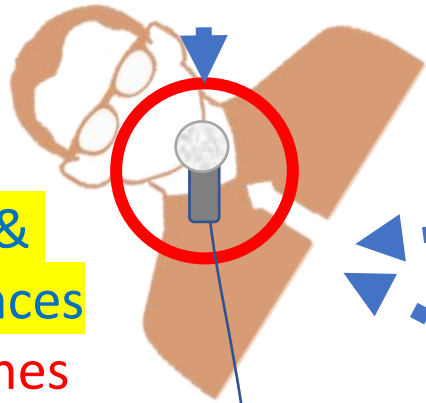


- Camera
- Microphone
- Main Computer
- Big Screen
- Extra Lighting (if necessary)
- Camera for Audience (extra computer optional)



Maintain...

- Lines of Sight
- Camera – eye level & between the audiences
- Microphone – 6 inches
- Main Computer to Zoom
- Big Screen
- Audience Camera



Line of Sight
Speaker to Zoom Online Audience

Line of Sight
Speaker to Live Audience

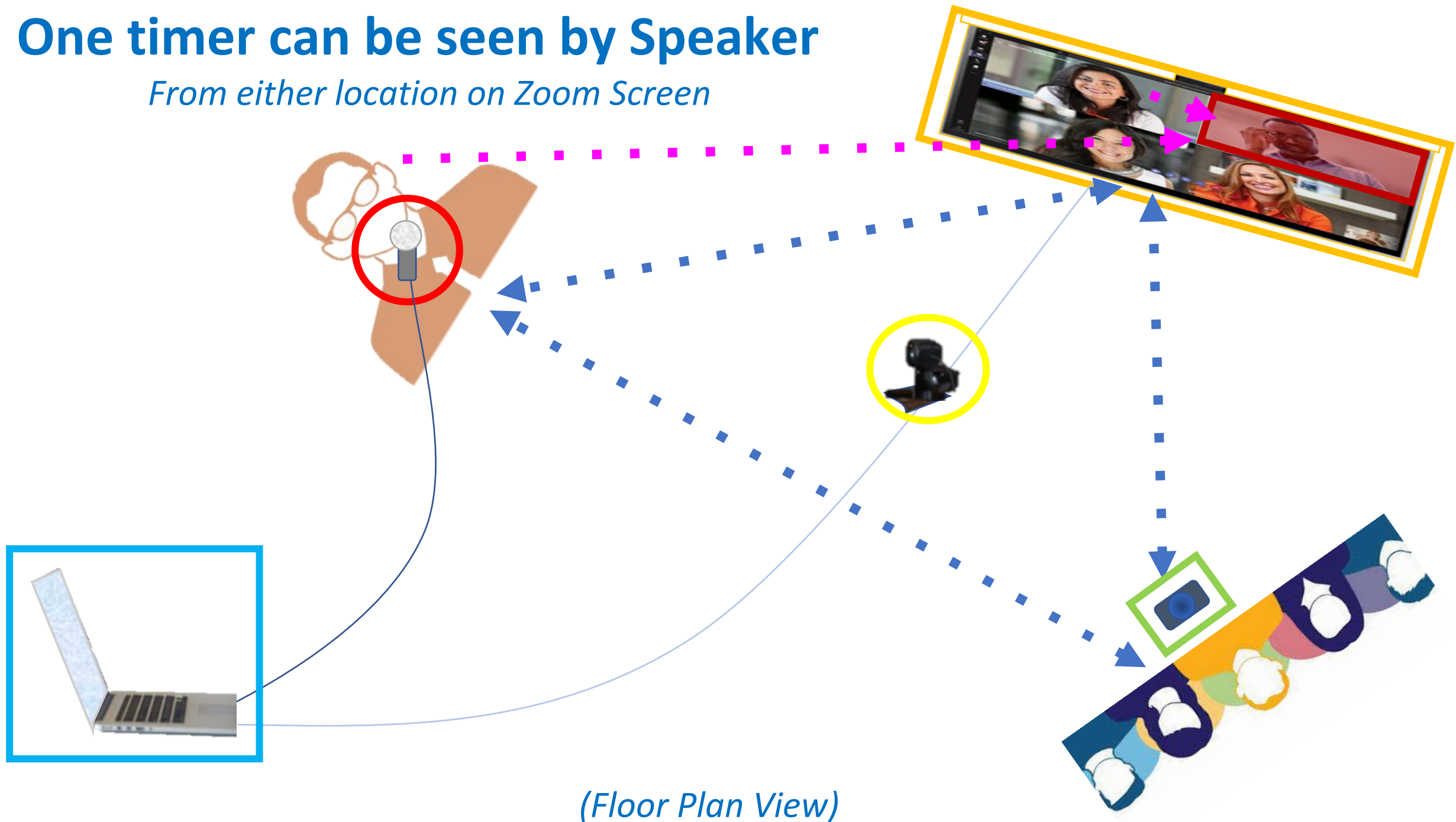
Line of Sight
Live Audience to
Zoom Audience



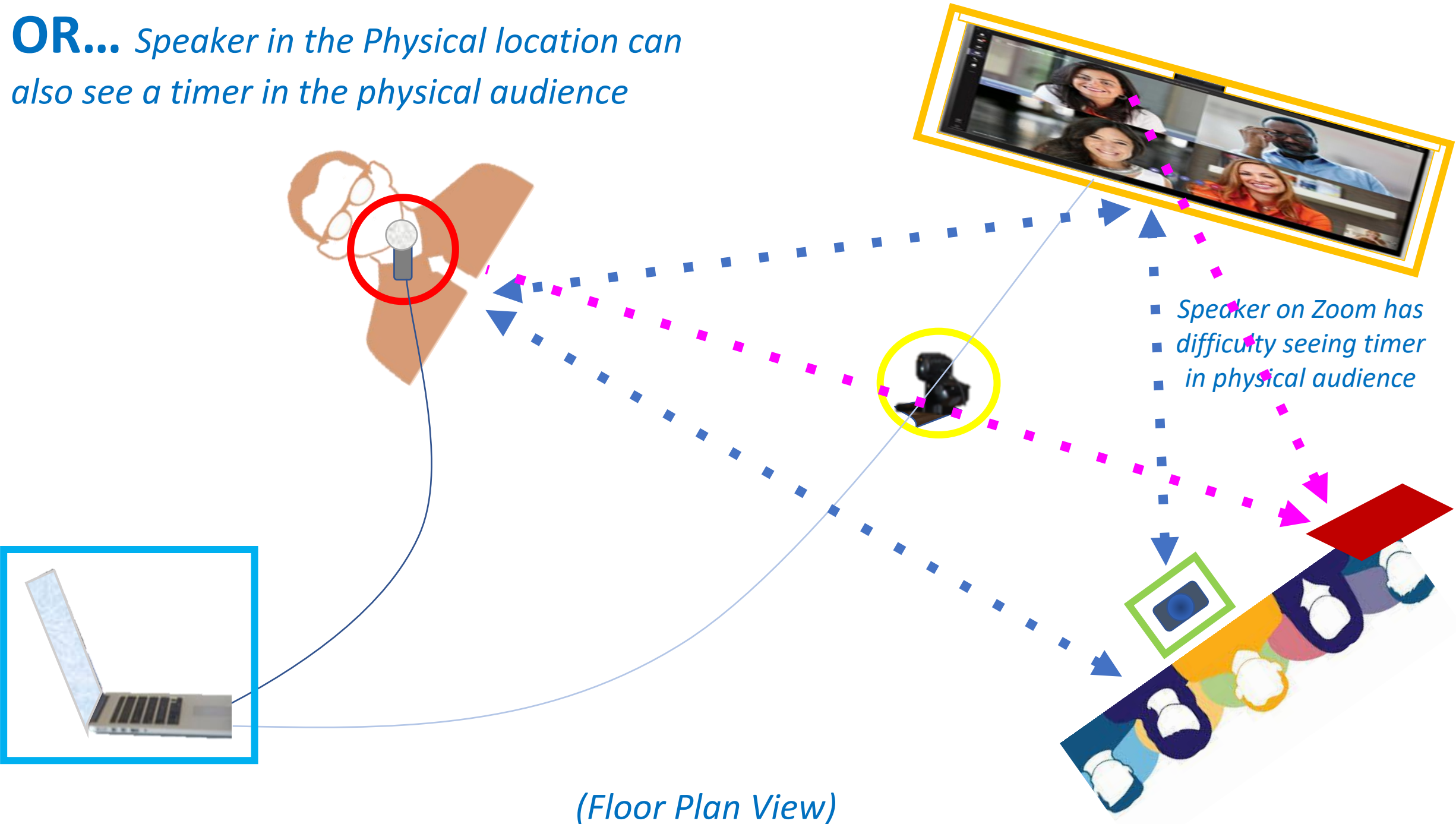
(Floor Plan View)

One timer can be seen by Speaker

From either location on Zoom Screen



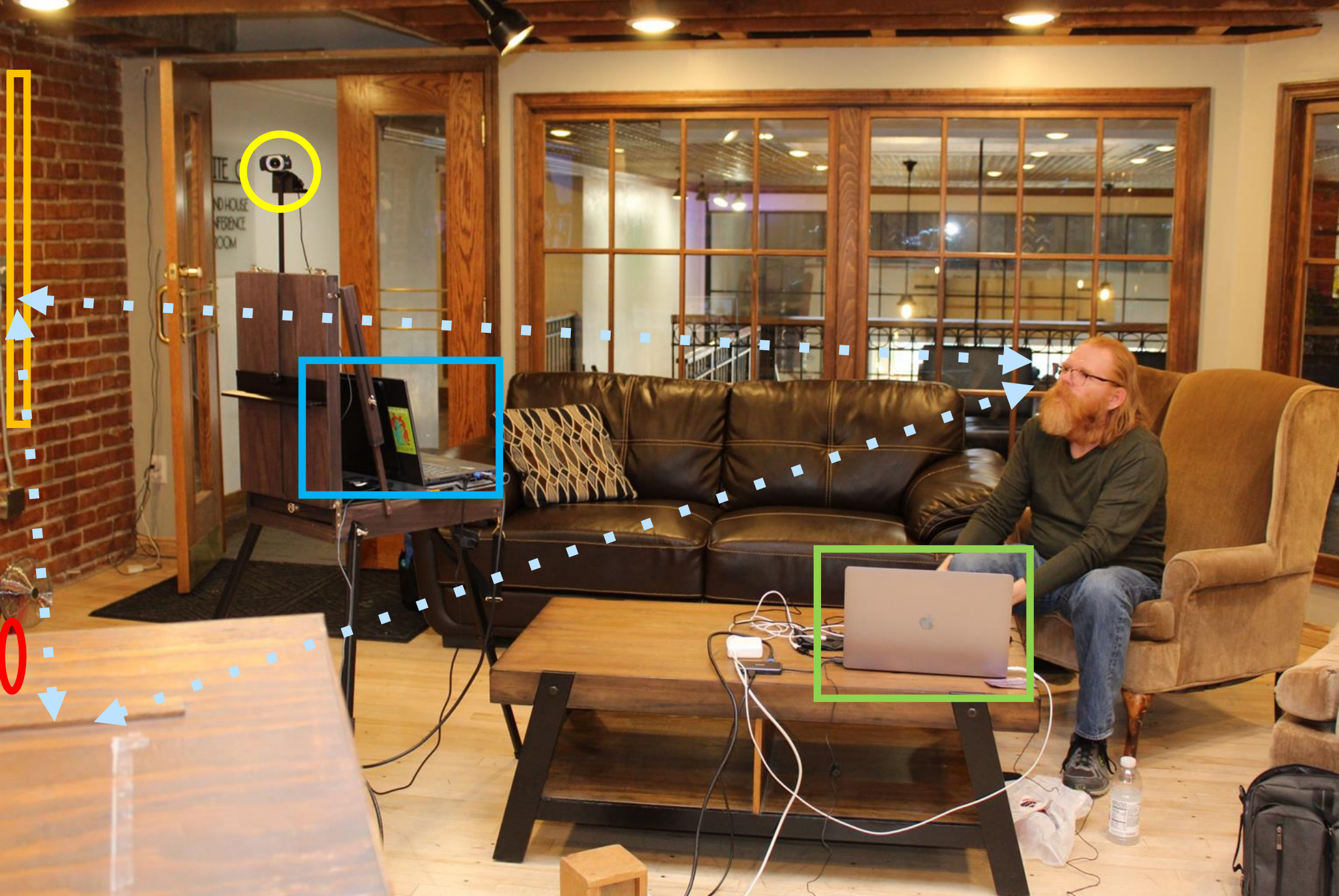
OR... *Speaker in the Physical location can also see a timer in the physical audience*





- Lines of Sight
- Camera – eye level & between the audiences
- Microphone – 6 inches
- Big Screen
- Main Computer to Zoom
- External Speakers if needed





- Lines of Sight
- Camera – eye level
- Microphone – 6 inches
- Main Computer to Zoom
- Big Screen

Questions so far?

Poll Question 6

In your physical location, what kind of screen do you use to see the online attendees?

- a. The room has a big-screen TV**
- b. We bring a screen and projector**
- c. We sit around a laptop and use that screen**
- d. No physical meeting space**

Poll Question 7

In your physical location, how is the sound of the online attendees sent into the room?

- a. We use the TV's speakers**
- b. We use the computer's speakers**
- c. We use plug and play speakers**
- d. Other?**

Poll Question 8

In your physical location if you have one, how does your equipment get set up?

- a. One of us lugs it in each week**
- b. Our location has storage for us**
- c. No physical meeting space**

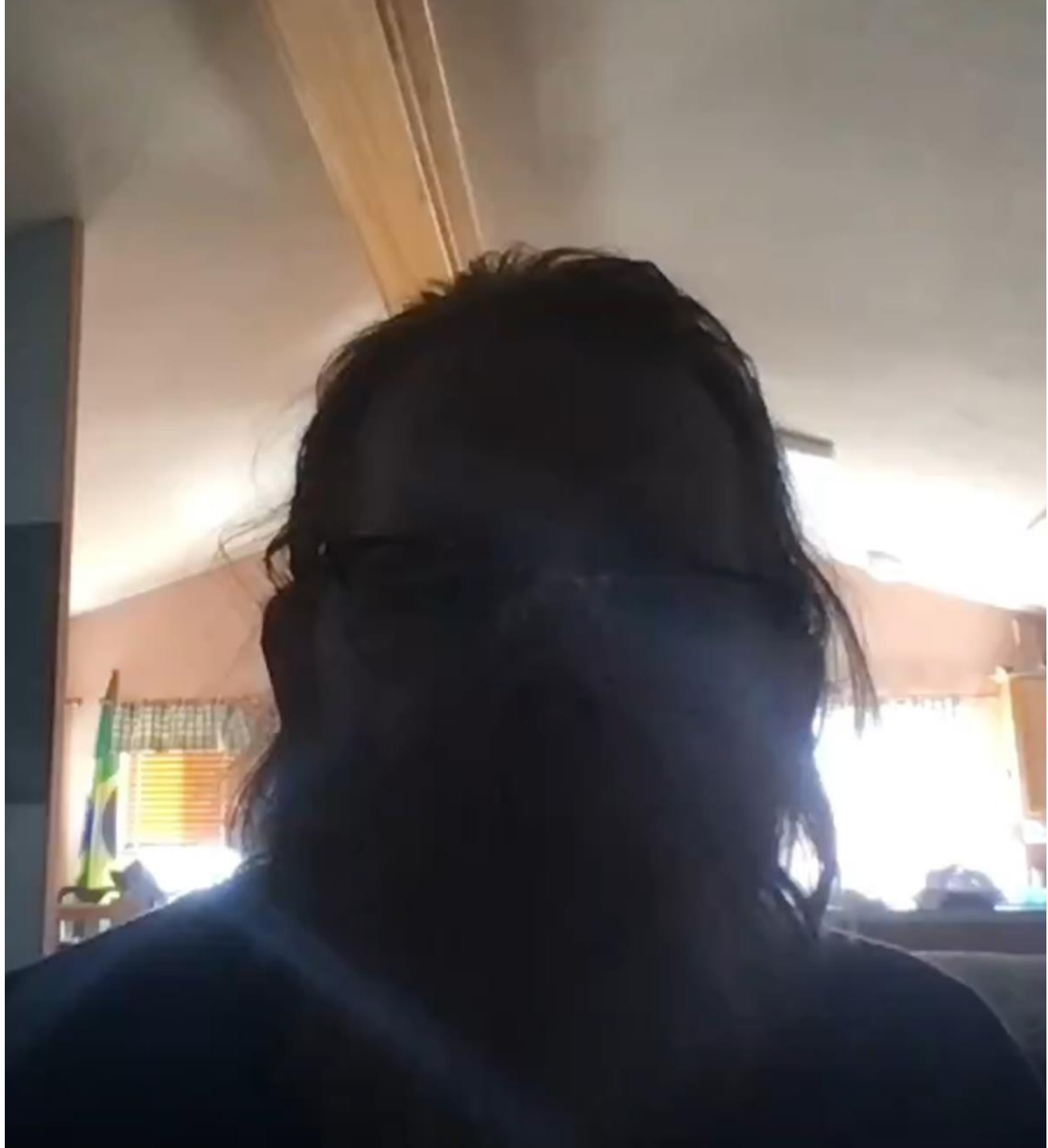
Poll Question 9

In your physical location if you have one, how long does it take you to set up for a meeting?

- a. 5-10 minutes**
- b. 10 – 20 minutes**
- c. 20 – 30 minutes**
- d. No physical meeting space**

**The 3rd most effective way to kill
your hybrid meeting**






Switching Cameras - Zoom

Settings

- General
- Video**
- Audio
- Share Screen
- Chat
- Background & Filters
- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility



Camera

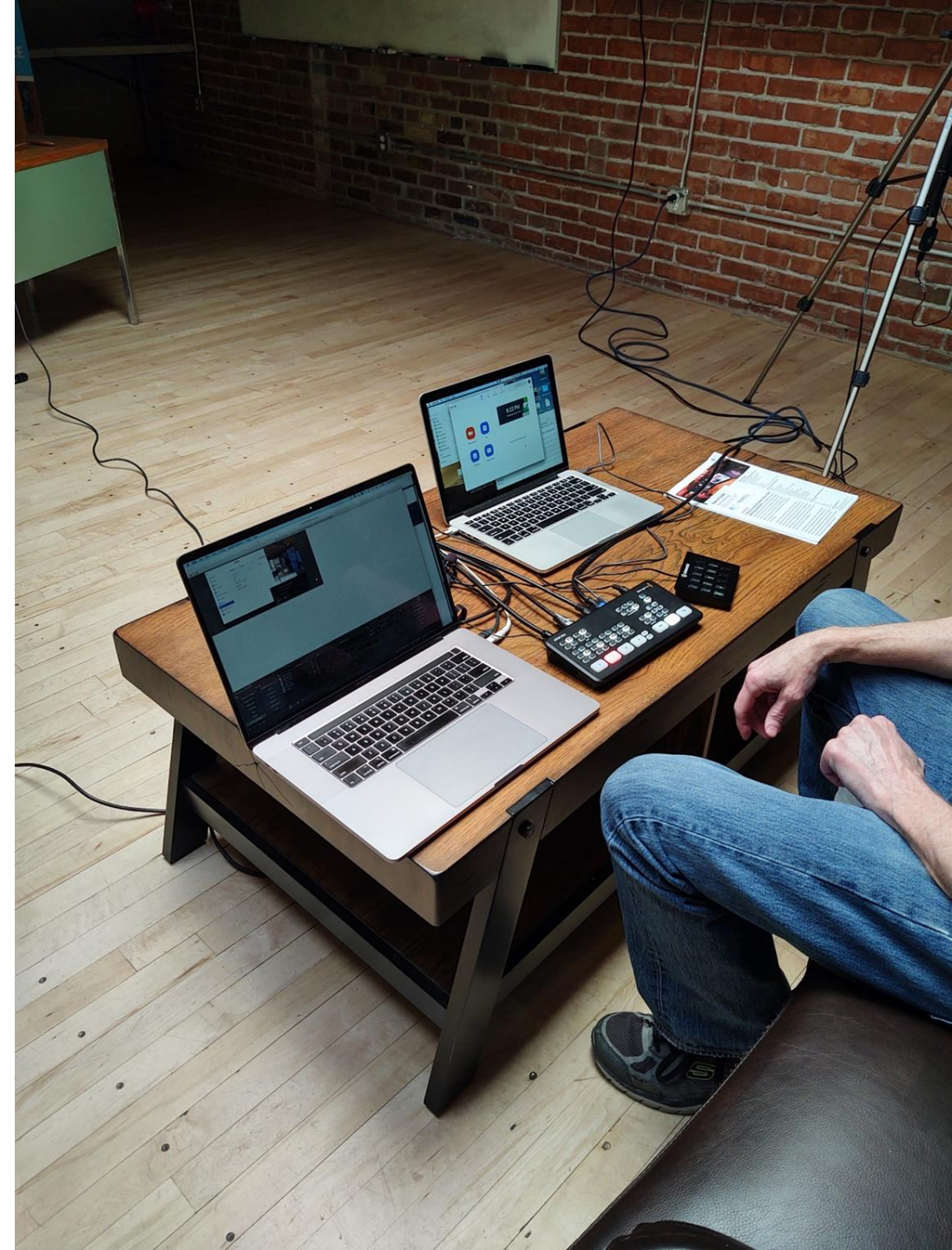
FaceTime HD Camera (Built-in) ▾

FaceTime HD Camera (Built-in)

My Video

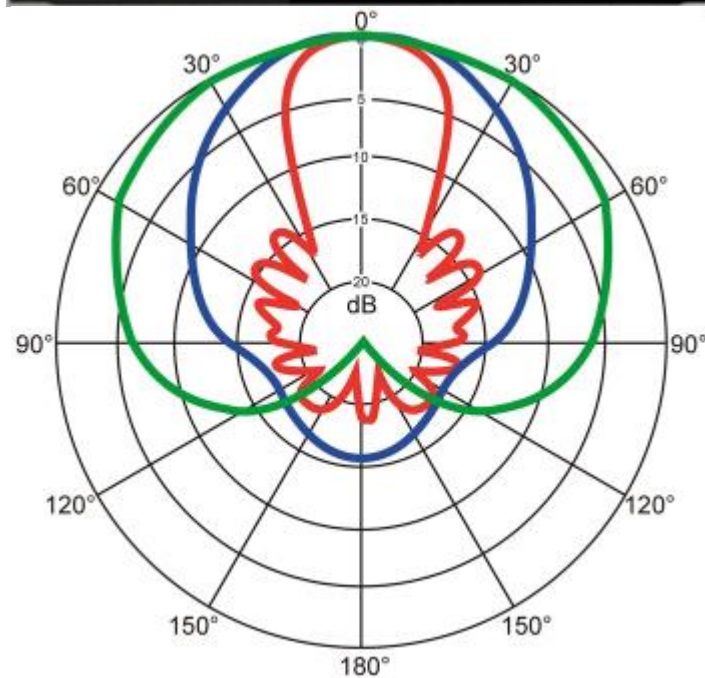
- Mirror my video
- Touch up my appearance
- Adjust for low light
- Always display participant name on their videos
- Turn off my video when joining a meeting

Switching Cameras HDMI Video Switcher



**The 2nd most effective way to kill
your hybrid meeting**







Computer Mic Input

Tip: Right Signal (+5v) ●

Ring: Left Signal (+5v) ●

Sleeve: Ground ○

Headphone Jack

Tip: Left Ear ●

Ring: Right Ear ●

Ring: Ground ○

Sleeve: Mic +5v ●

The ***MOST*** effective way to kill
your hybrid meeting



Traffic Jam



Questions so far?

OBS Studio

Latest Releases  26.1.1  26.1.2  26.1.1

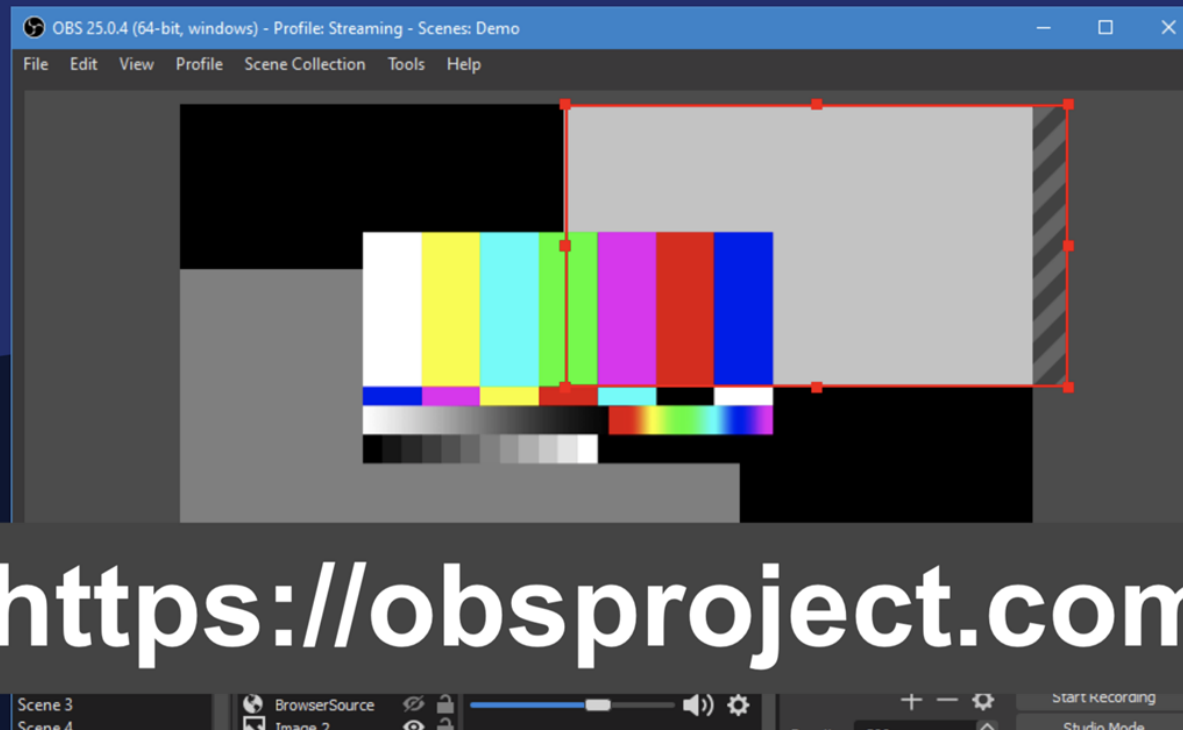
Windows

macOS 10.13+

Linux

Free and open source software for video recording and live streaming.

Download and start streaming quickly and easily on Windows, Mac or Linux.



<https://obsproject.com>

- New
- Duplicate
- Rename
- Remove
- Import
- Export
- 77 day challenge
- April Smile
- Atem for TM GH4
- Communication Style
- FaceBook ReStream
- Hybrid Ninja
- Record HD
- ✓ Spring Conference
- Spring Conference Mic
- TMRF 720
- TMRF_Full_HD_scenes
- TM Leadership Style
- Test
- z April Smile BAK



No source selected

Properties Filters

Scenes			Sources		Audio Mixer		Scene Transitions		Controls	
WebCam ...	WebCam ...	WebC Dave	Name Dave Tag	0.0 dB	Fade	Start Streaming	Start Recording	Stop Virtual Camera	Studio Mode	Settings
Terry Cam	split	Point 1	Color Bug		Duration 1000 ms					Exit
Point 1 T1	P1 Congest	Point 1 T2	CamScene							
Point 1 T3	Point 2	Point 3								
Claw	Remote iP...	Timer Blue								
Timer Green	Timer Yell...	Timer red								
Conclusion	OBS Webs...	BadLight								

LIVE: 00:00:00 REC: 00:00:00 CPU: 1.8%, 30.00 fps

OBS.Ninja

OBS Browser

<https://obs.ninja/?view=>

Phone Cam

<https://obs.ninja/?push=>



Poll Question 10

What do you think? Do you think your club will go hybrid?

- a. No, we are staying online only**
- b. No, we are staying in-person only**
- c. Yes, I guess we have to but I'm nervous**
- d. Yes, we will and I'm excited!**

How will your club hold Toastmasters meetings in the future?

Watch our You-tube Channel at

<https://youtu.be/ZvOPucmp0EE>

and find out more about technology and OBS at 7:30 p.m. on the 3rd Tuesday monthly at

- SEA Techno Tuesday**