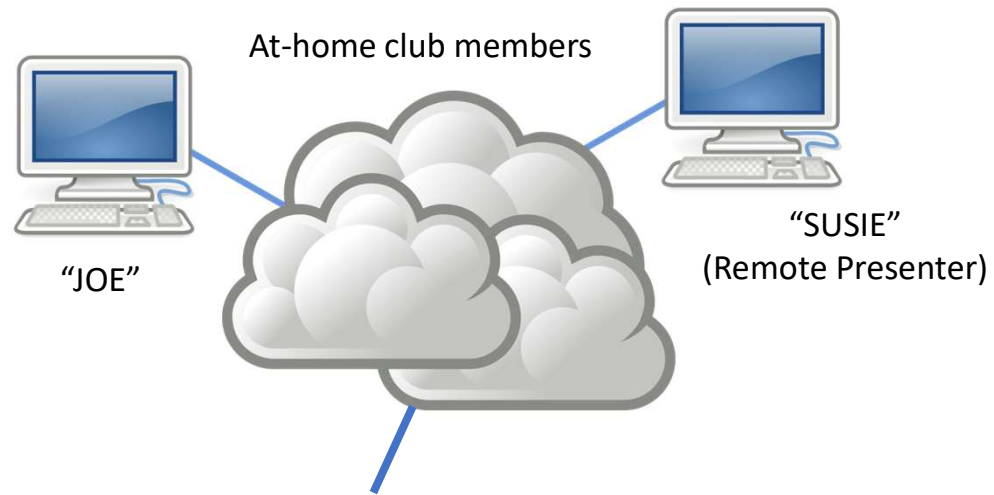


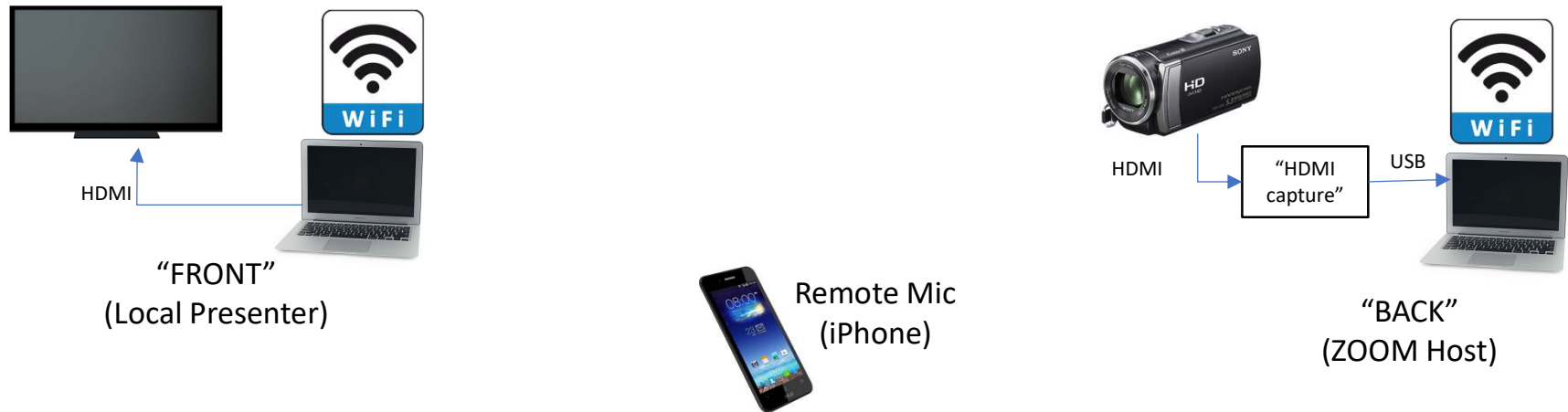
Hybrid Zoom Meeting (?)

- We've done ZOOM for over a year
- Now we're back in the Senior Center
- Do we continue to do ZOOM while meeting at the Senior Center (HYBRID meeting)

All computers run ZOOM,
with view set to “Speaker”



----- Senior Center – Classroom 1 -----



- **Zoom control laptop** at the back of meeting room (BACK)
 - Hosting is done from this laptop, connects via WiFi
 - Uses a really good webcam – for now a Senior Center video camera (video, & maybe audio)
 - Could use a remote microphone (e.g. a smartPhone) placed at optimal location
- **Computer club's laptop** in front of meeting room (FRONT)
 - Runs any app needed for the presentation, connects via WiFi (or ethernet)
 - Drives the large-screen TV video (& audio during remote presentations)
- **Remote club members**
 - (JOE) & (SUSIE) & ... , may be presenters

Operation

- For a Local Presenter while lecturing, the Operator “Spotlights for Everyone” BACK (which is himself, and has the video camera). This is the normal state.
HOST: right-click the BACK thumbnail, > “Spotlights for Everyone”
- For a Local Presenter speaking to slides, the presenter turns on “Screen Sharing”. Screen Sharing overrides Spotlighting [may have to minimize Participant thumbnails].
- For a Remote Presenter, SUSIE unmutes & turns on “Screen Sharing”. On FRONT, ZOOM mic=mute computer=unmute so Classroom 1 can hear her on the TV.
- Presentations over: Screen Sharing OFF, the Spotlight returns to BACK.

Equipment

- Senior Center laptop (FRONT): for those leading the meeting
- Zoom control laptop (BACK) supplied by member who volunteers as ZOOM Host / Operator
- Senior Center tripod & video camera
- HDMI capture card (& Microphone) on loan. Should this scheme become the way forward, the Senior Center would – hopefully – procure these.
- WiFi was solid during all our tests, so hopefully we'll never have to mess with ethernet cables.

What's Missing?

- Look-back view of attendees sitting at the tables [Actually, this could be FRONT's webcam or another iPhone, but would involve more intervention by the Operator to switch the Spotlight].
- Audio input from members attending remotely through Zoom (This is possible with the hardware shown, but is a complication we recommend be deferred for now). Initially, questions / comments from remote members would be sent in via "Chat" and read by the Operator.

Things to Remember

- The one-and-only Host is the dude with the license – who may be remote. “CoHost” status must be granted to the Operator at the start of every meeting. (unless the Center buys a license)
- The Operator must enable Screen Sharing for all potential presenters.
[HOST] >Share Screen >Advanced Sharing Options >Who can share=ALL
- Remote members will be muted, and will communicate when necessary by Chat.
- We’ll need several members to train as “Operators”.

The Way Forward (?)

- ZOOM is not the issue. Specifics can be tweaked, but adequate functionality is not hard.
- Everybody-in-a-room improves communication. Remote access may discourage Senior Center attendance.
- Everybody-in-a-room improves COVID spread. Remote access could be considered prudent for some who might otherwise stop coming.
- Hybrid operation enables additional presenters.
- Hybrid operation is a complication.