

HLAA Chapter Development Workshop

Let's Talk Tech about Hybrid Meetings 2.0



Dan Brooks
Rochester Chapter President
NYSA Past President



Chas Johnstone
Rochester Chapter
Technical Committee



Lorin Gallistel
Rochester Chapter
Technical Committee

Scope of Presentation

- Terminology
- Recommended sources
- Overview of Roc chapter meetings: size & layout
- Assistive systems for our meetings
- Detailed review of the Rochester in-person-only system
- System modifications to support Hybrid meetings
- Q&A
- Our contact information

Terminology

- Hybrid meeting
- Zoom, Host, Co-Host
- In-Person
- Remote participant
- Captions
- Induction Loop

Recommended Sources

Video

- Rotary International District 5950 Training Team
 - [Small Meeting Hybrid Tech setup](#)
- Rotary International District 5950 Training Team
 - [Large Meeting Hybrid Tech setup](#)
- Rotary International - Hybrid Support Training Team
 - [Hybrid Do's and Dont's](#)

Recommended Sources - continued

Documents

- Rotary International District 5950
 - [“Going Hybrid” Buying Guide](#)
- Rotary International District 5950
 - [“Hybrid \(Live & Virtual\) Rotary Meetings Technical Considerations”](#)

HLAA Rochester NY Chapter Meetings

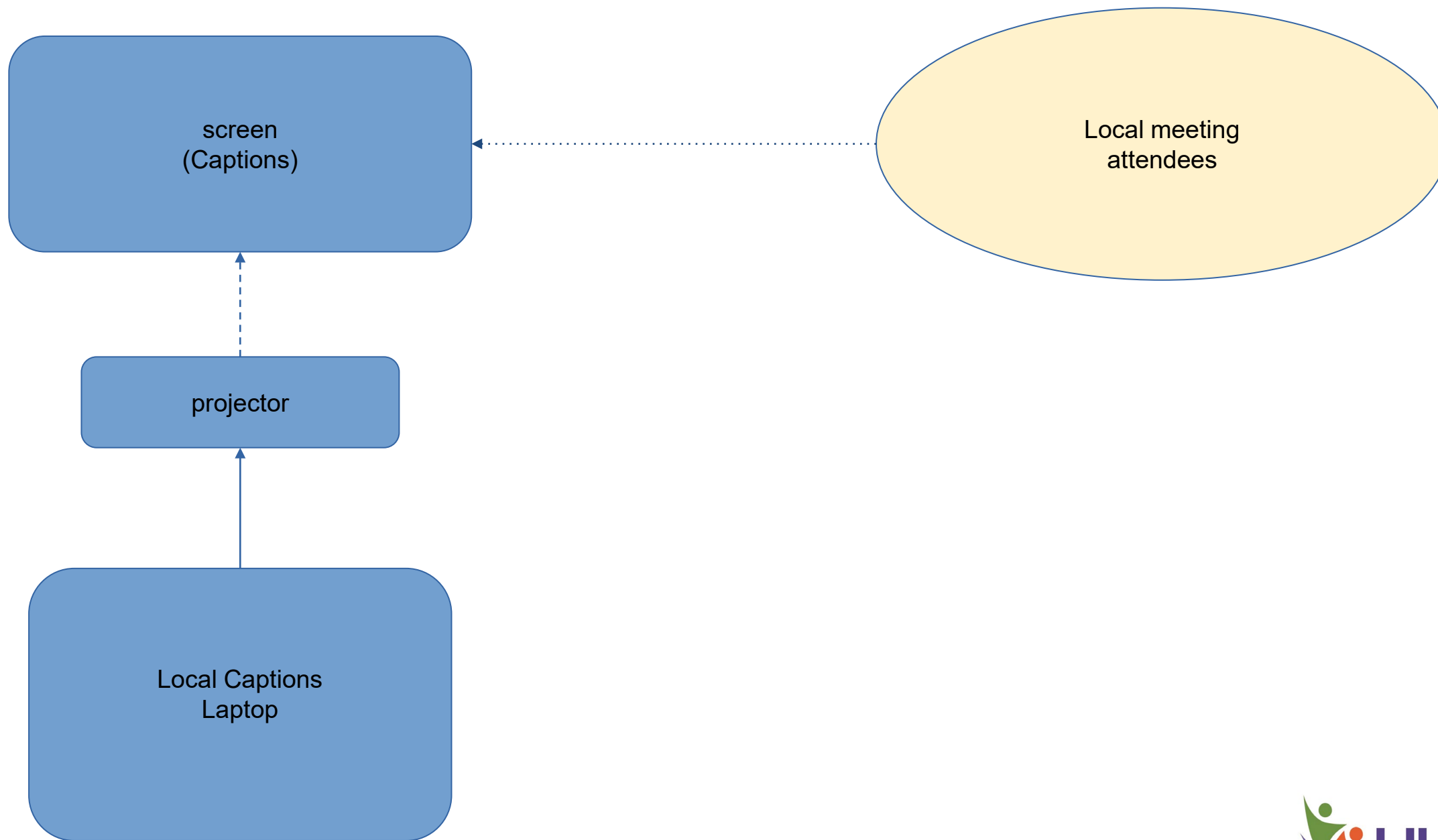
- Hybrid meetings since 2022
- Typically 35-50 in meeting room and 10-20 remote Zoom
- In the meeting room:
 - Three laptop PCs: Host, Co-Host, and Captions
 - A webcam for the podium
 - Three wireless microphones for Presenter and Q&A
 - PA system and Induction Loop from mics
 - Remote CART Captions projected on 2nd screen
- Remote participants
 - Will hear presenters and Q&A - from microphones
 - Currently no camera for the audience
 - For questions: raise hand, Zoom 'raise hand' or Zoom chat

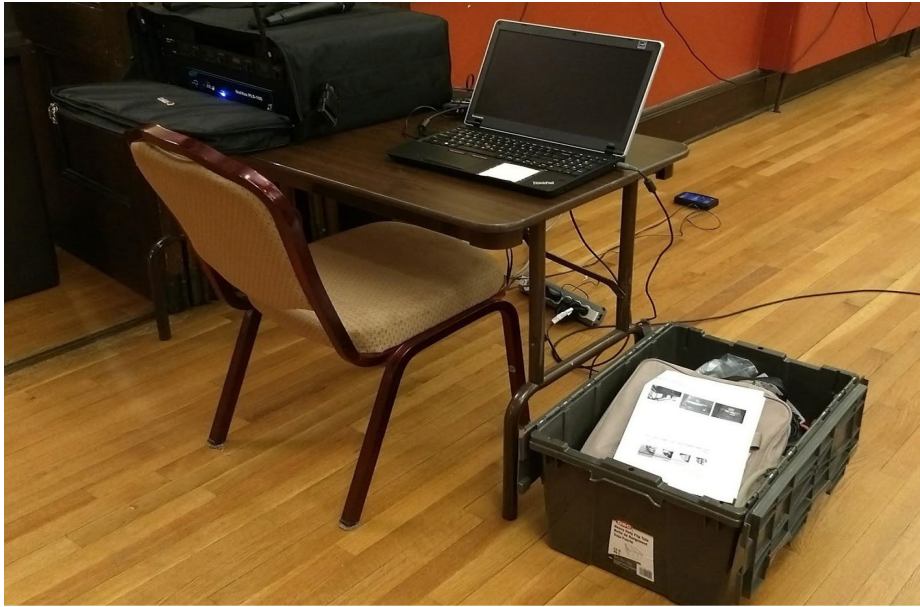


Considerations

- Size of your audience may determine hardware needs
- Equipment might be available at the meeting facility
- Staffing & Training
 - We have 3 volunteers to setup and operate the equipment
 - Time required for system setup
 - Hardware components interconnection and power
 - component configurations
 - Zoom, Captions, and Presenter Display configurations
 - An understanding of Zoom features is necessary for the Host and Co-Host. The Zoom website has tutorials
- Rehearse setup and operation of the system prior to first meeting
- May need separate Host and Co-Host laptops

Display Captions





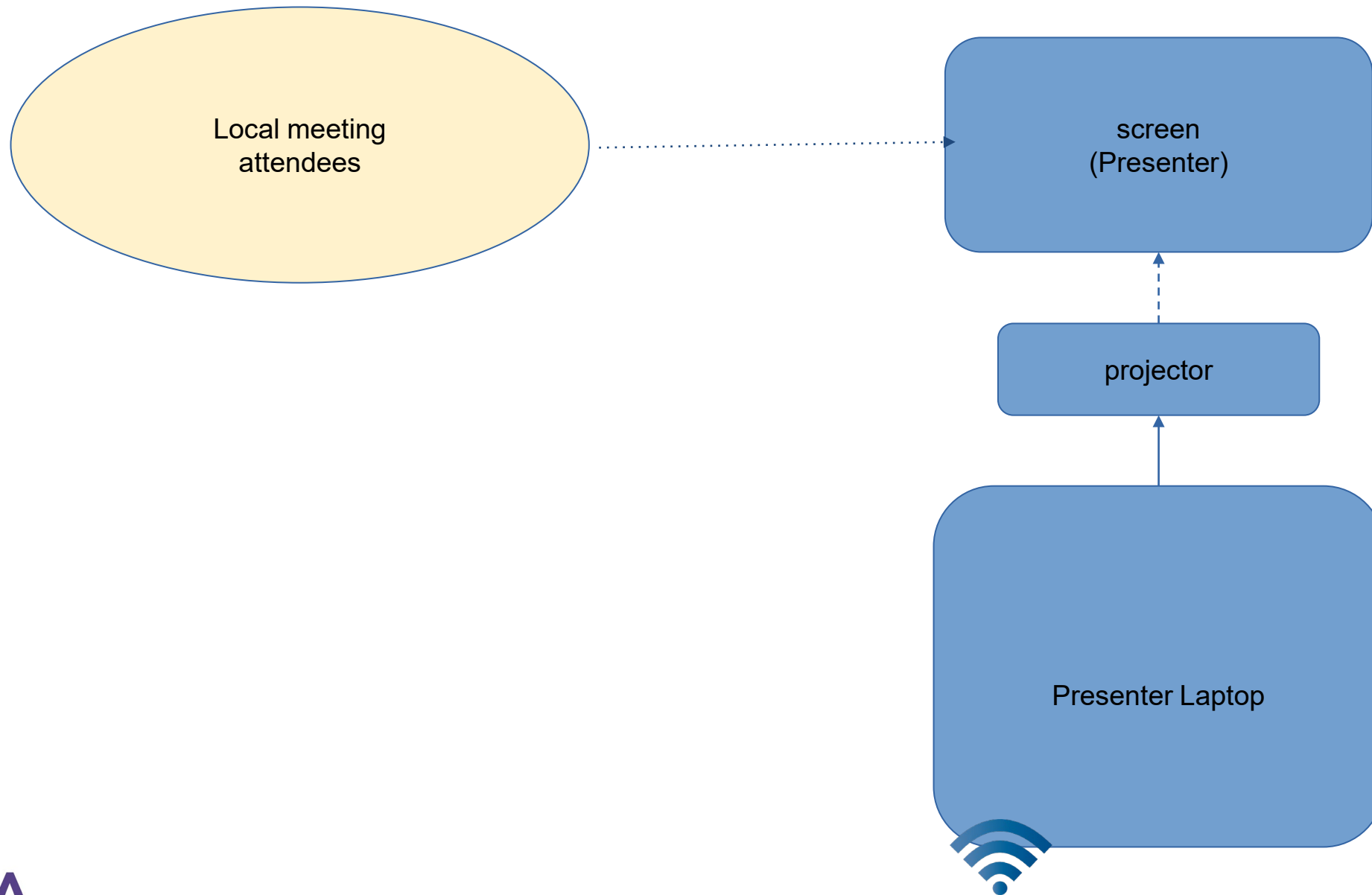
Presenter and Captions Laptops

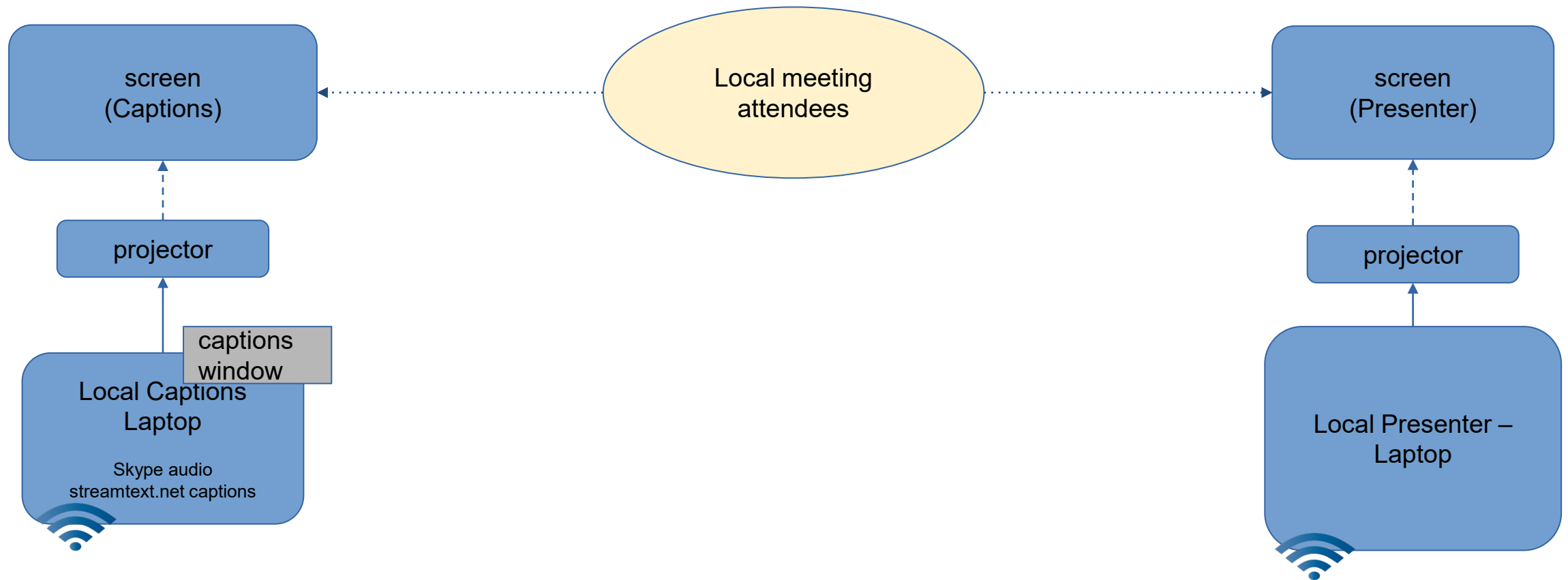


Presenter and Captions Screens

Display Presenter's Documents

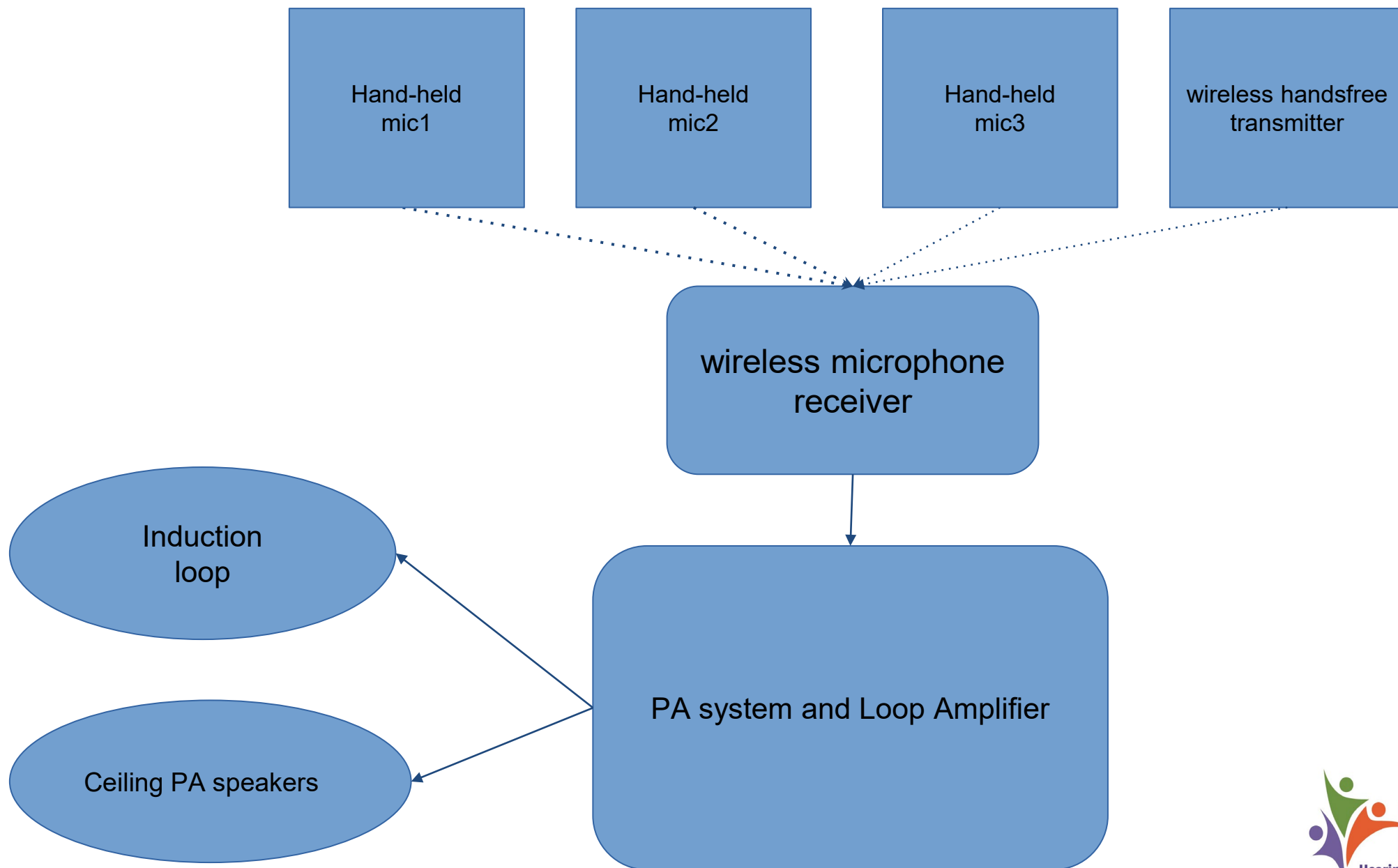
Slides, PDF, Video...





Video Display Configuration with Captions

Public Address and Induction Loop Systems

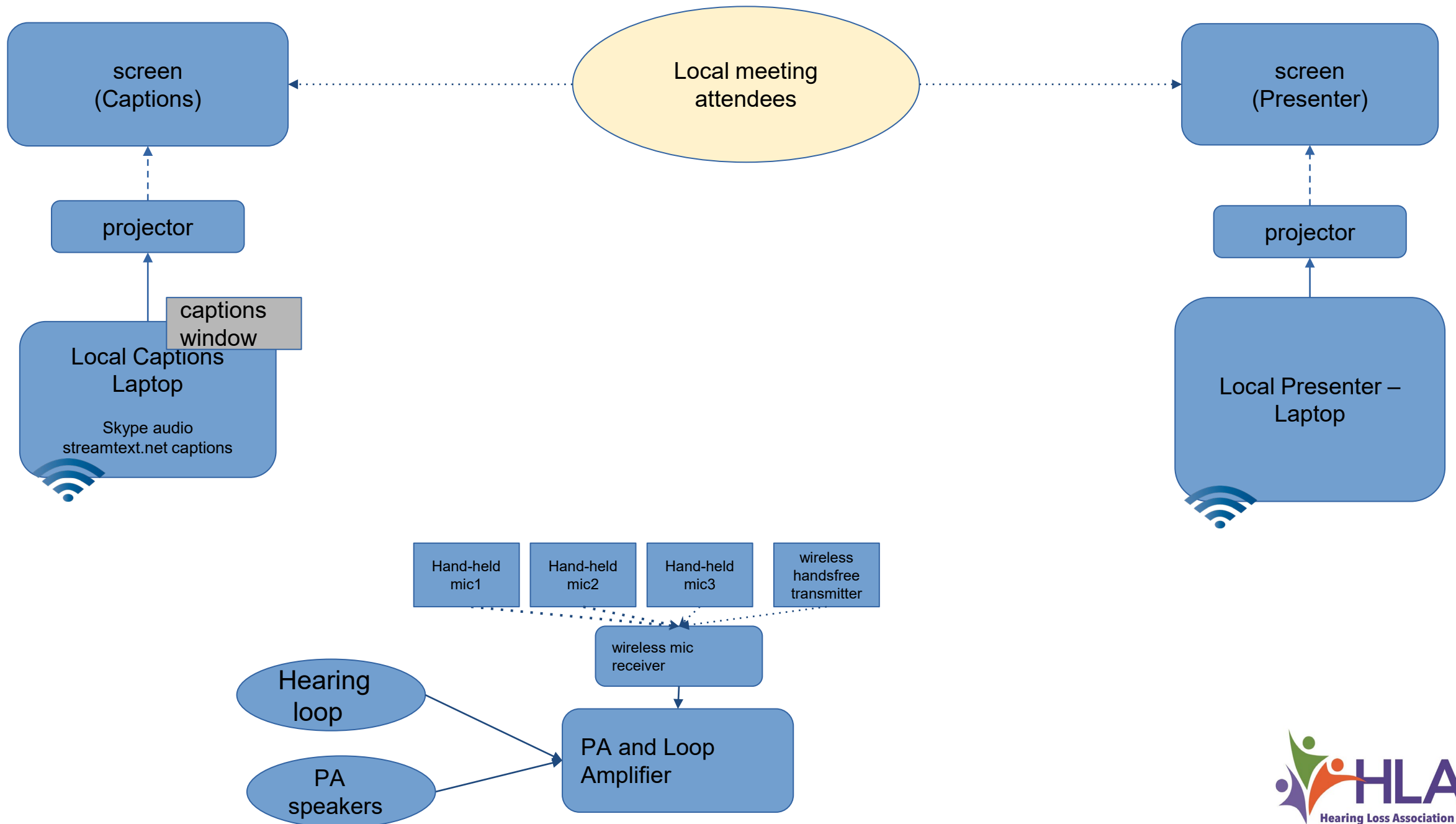


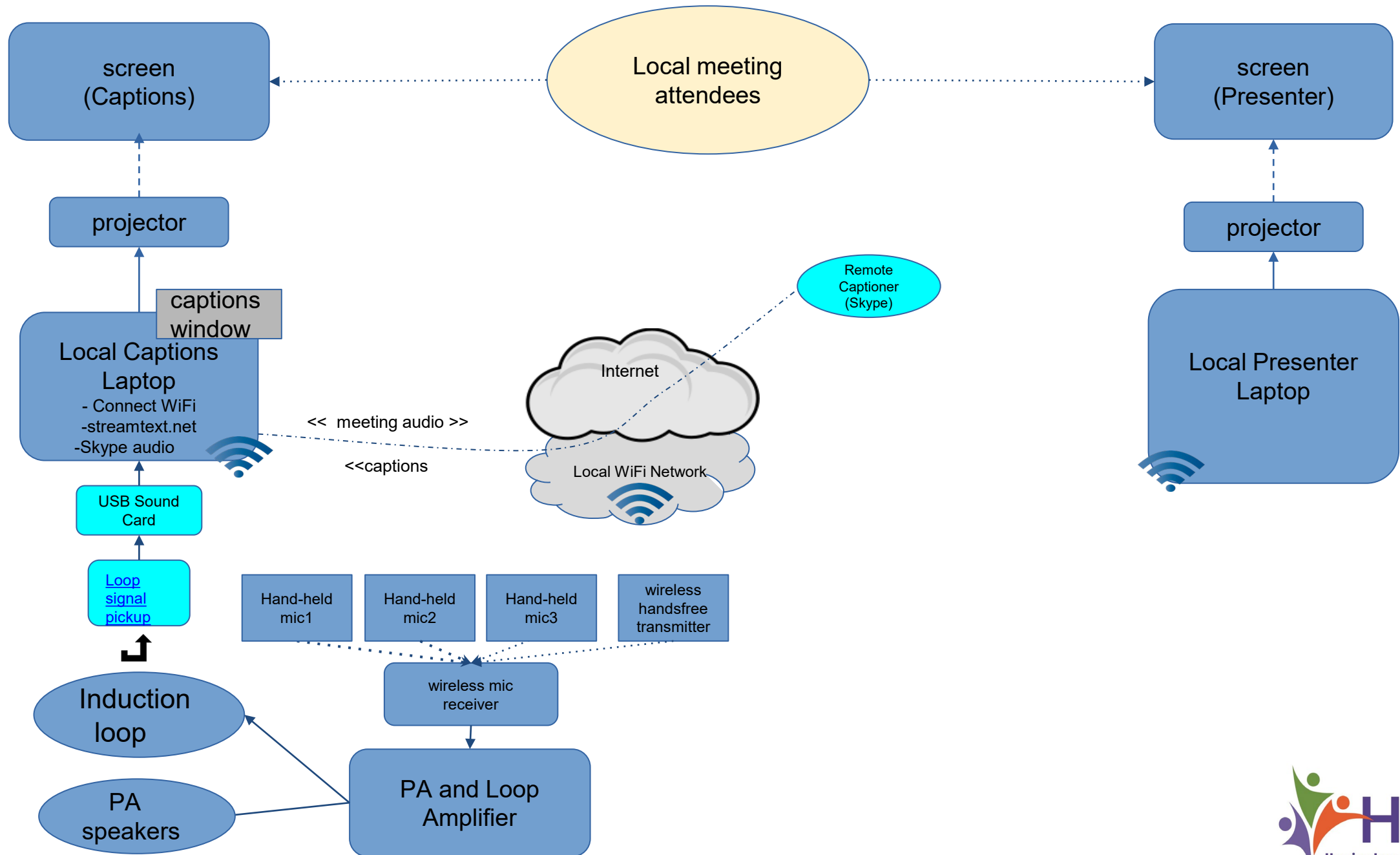


Four-Channel Microphone Receiver
and Loop amplifier



Wireless Handsfree Transmitter Used
With Hands-Free Headset

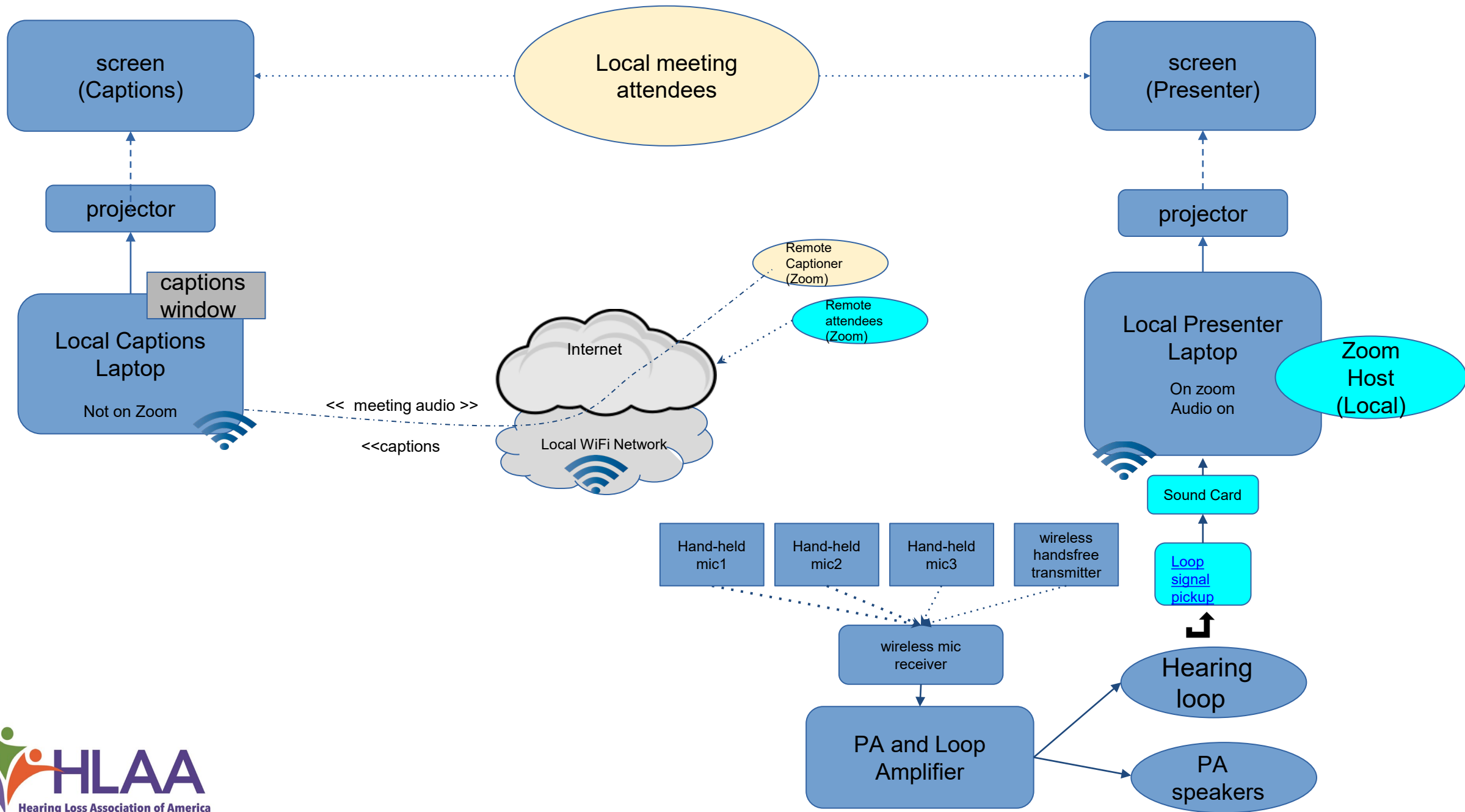


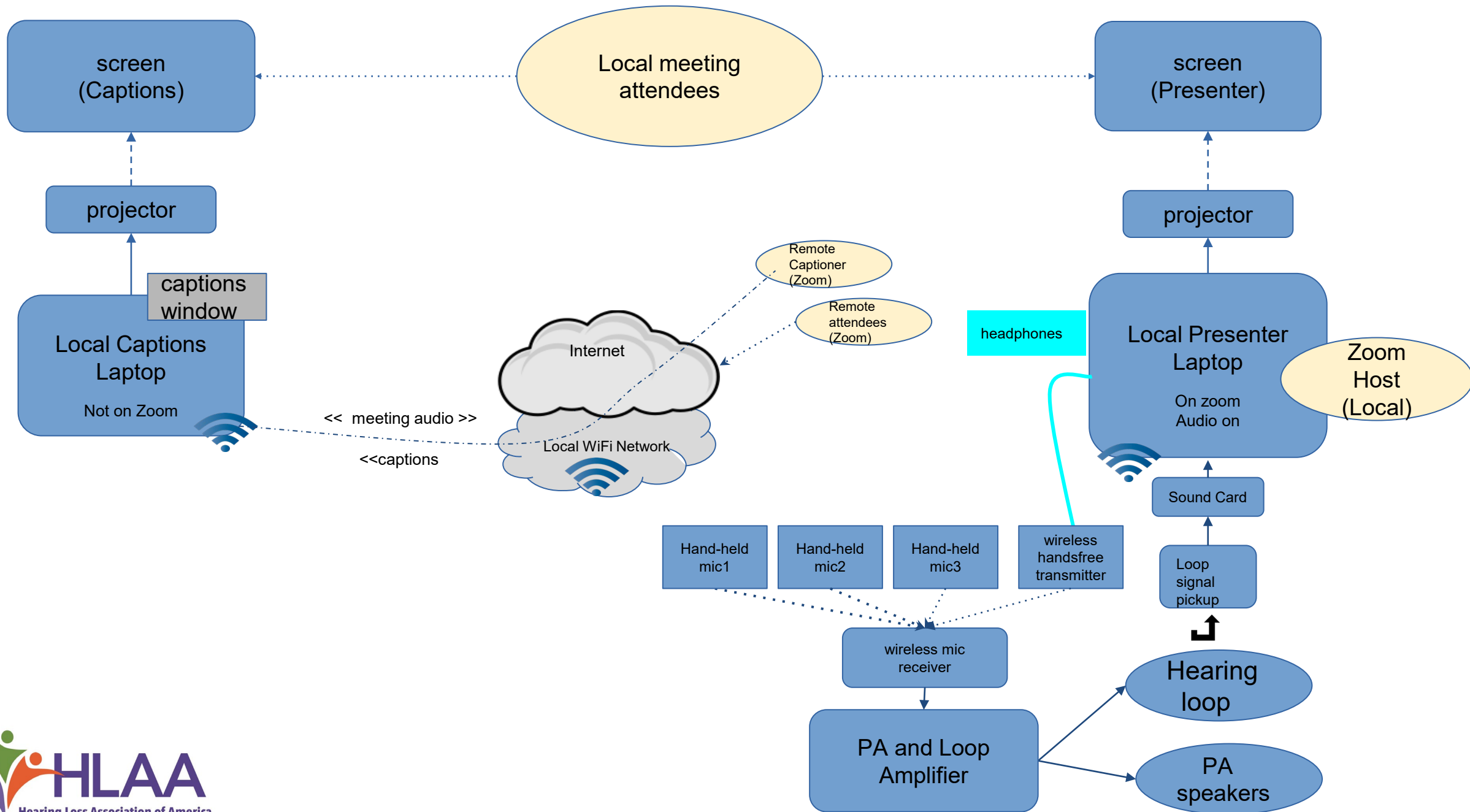


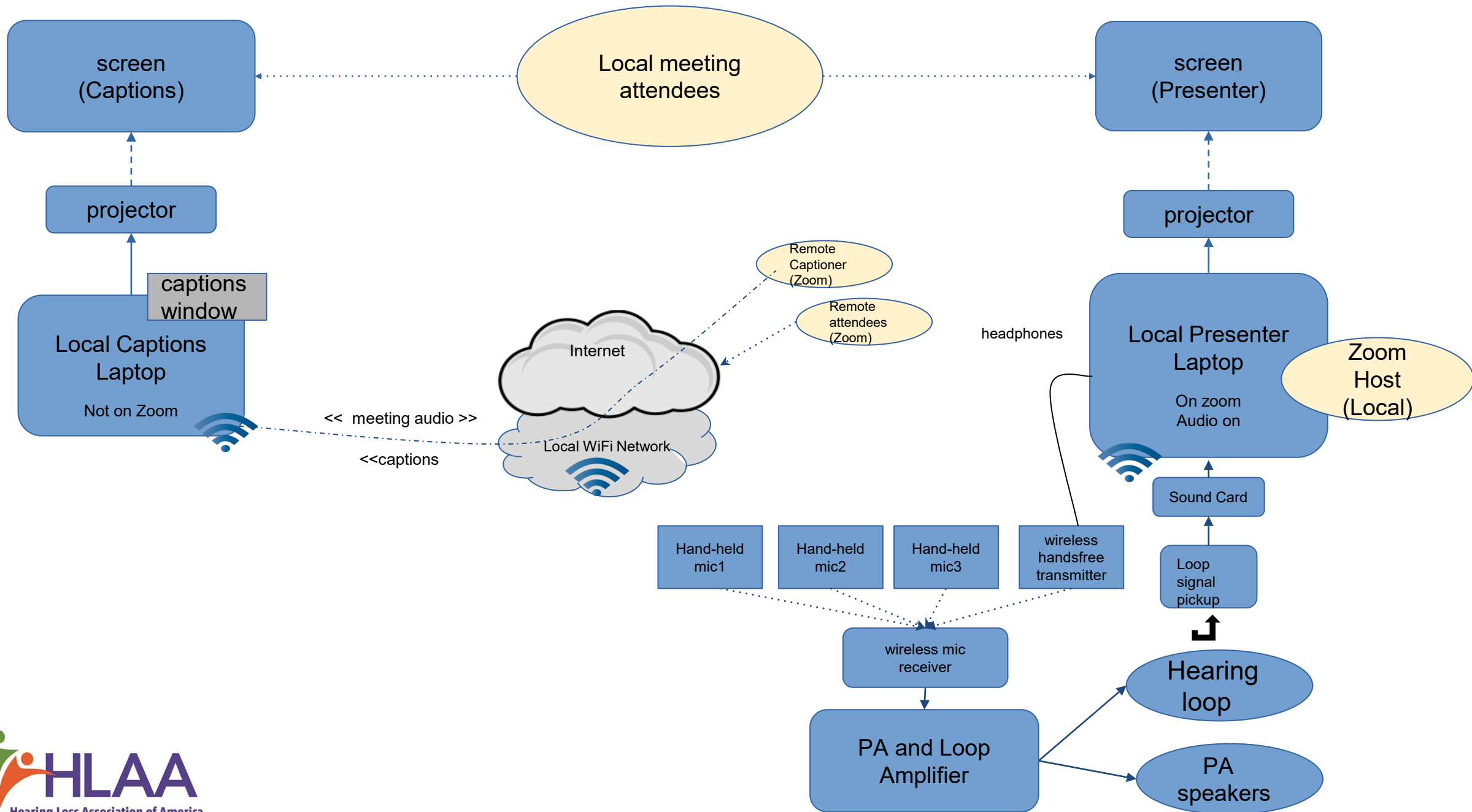
Summary of the In-Person Meeting System

- This the pre-hybrid configuration
- Was used for many years through 2019
- This view is included because it is still a valid configuration for in-person-only meetings and it is the basis for hybrid meetings

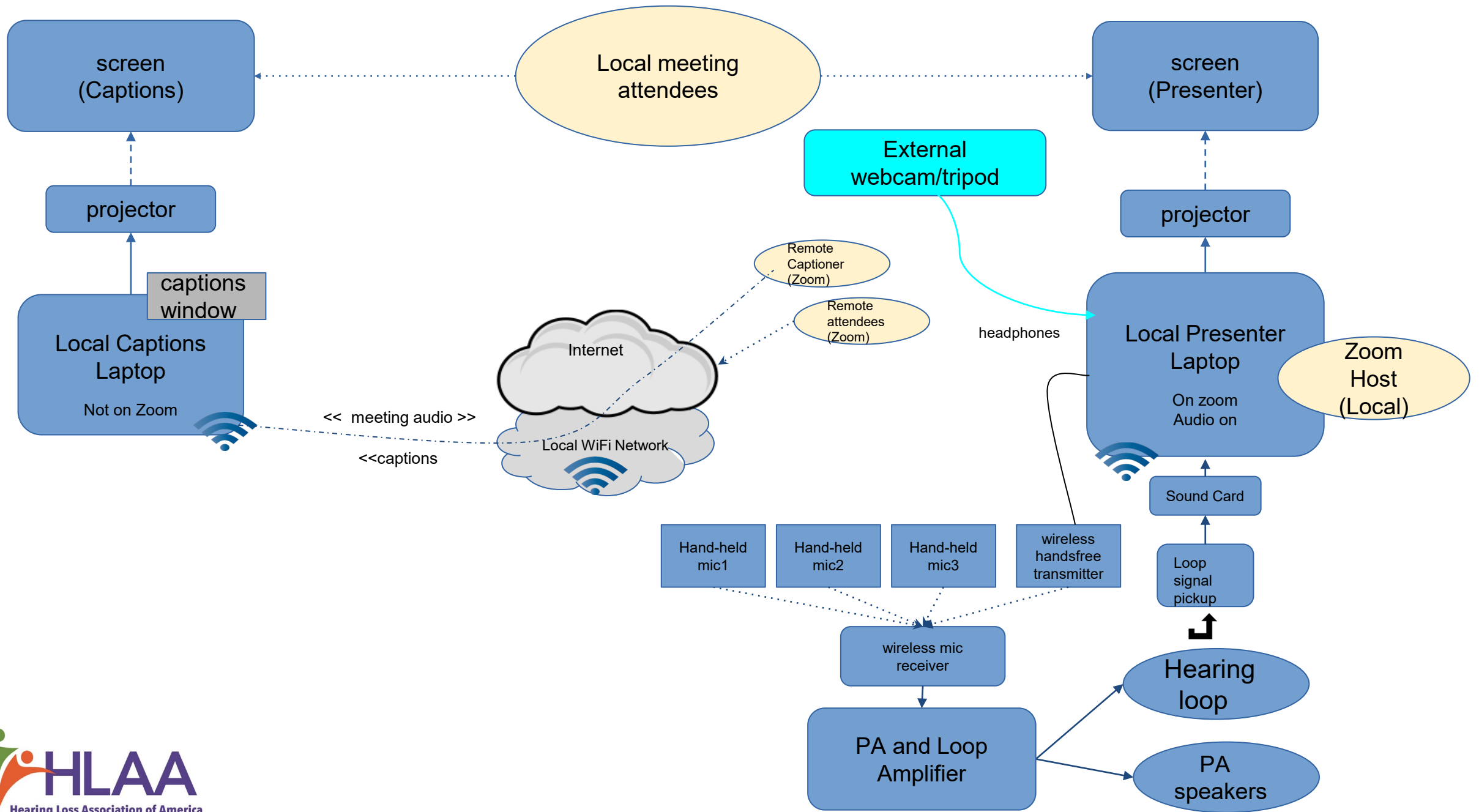
Converting To Hybrid Meetings

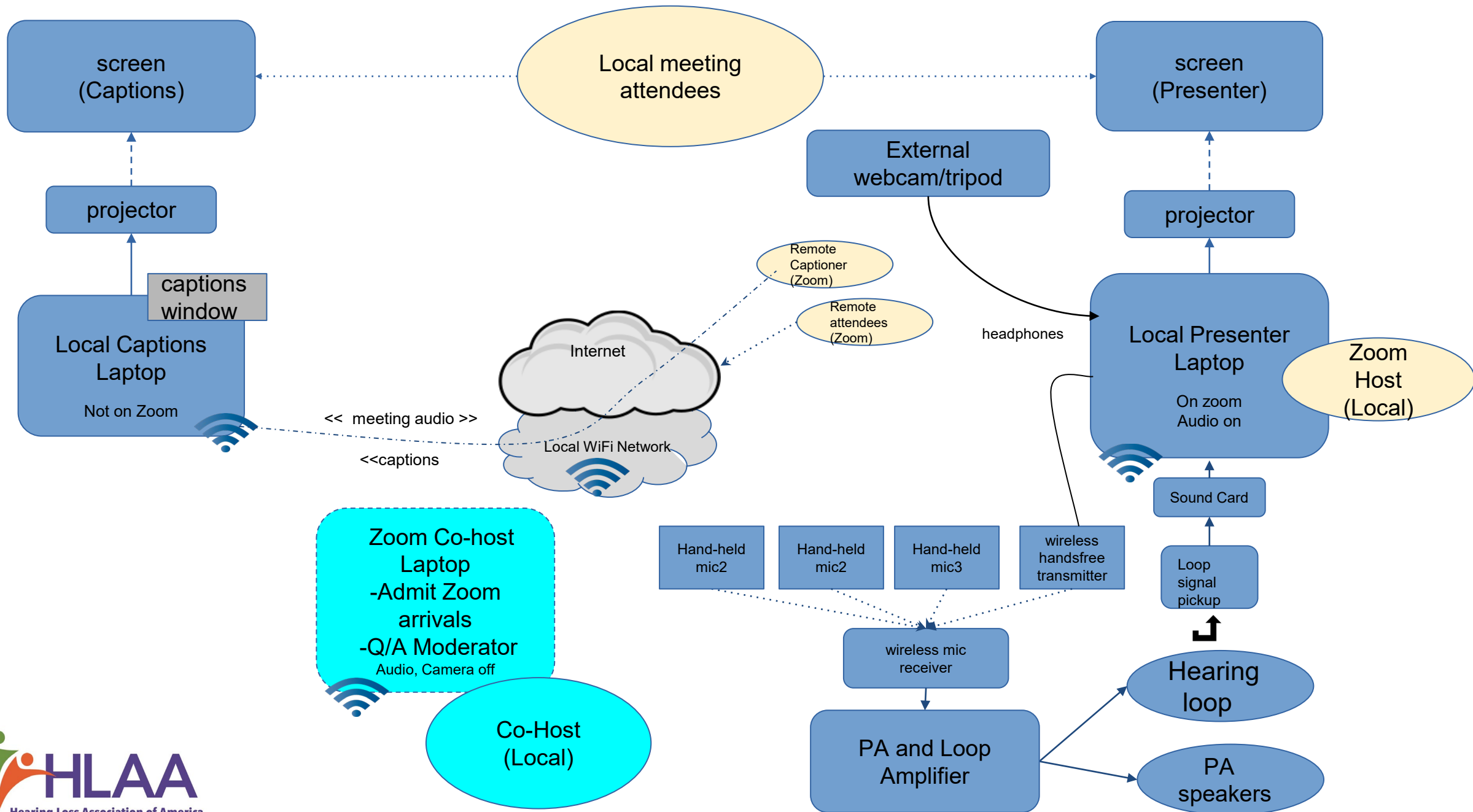


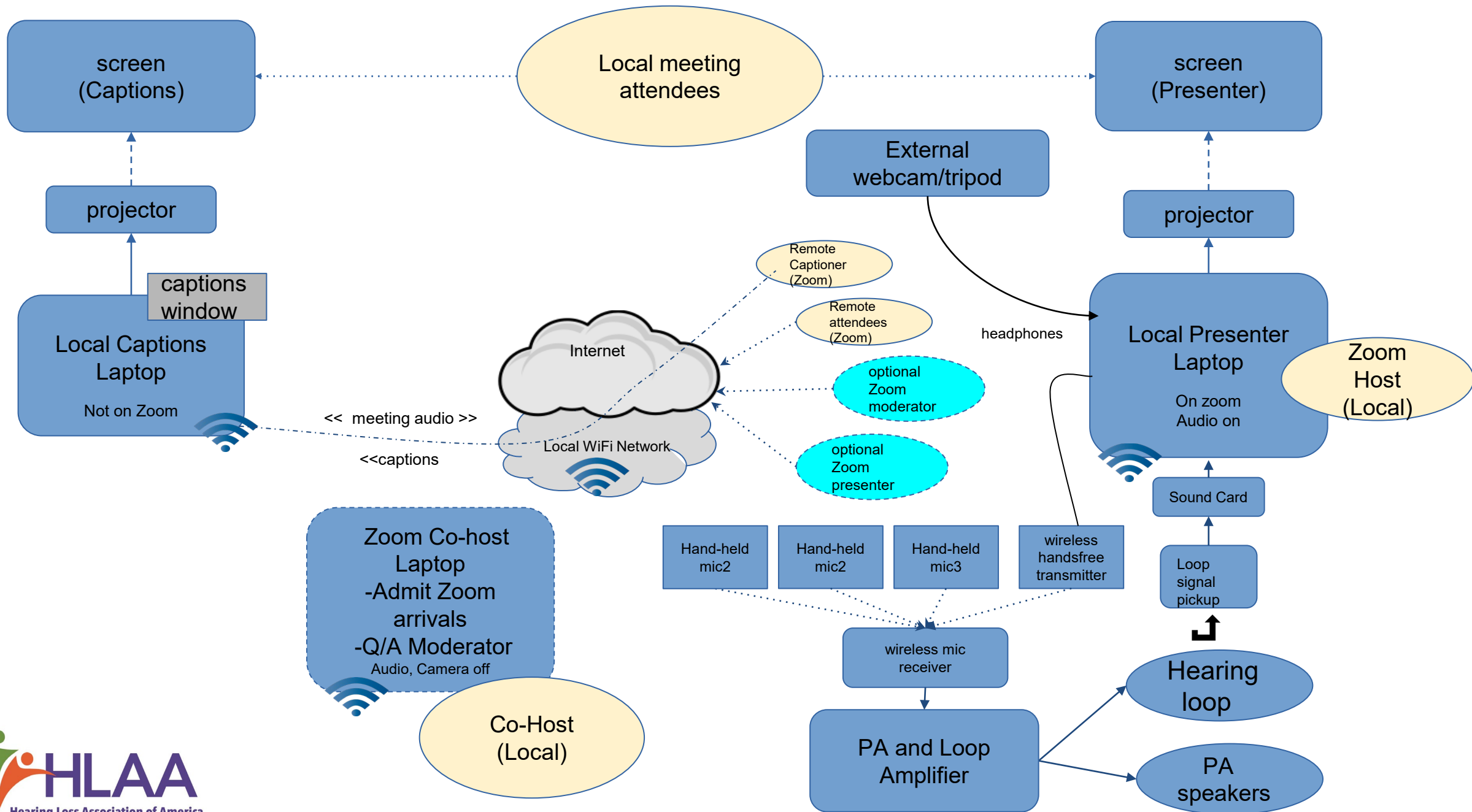




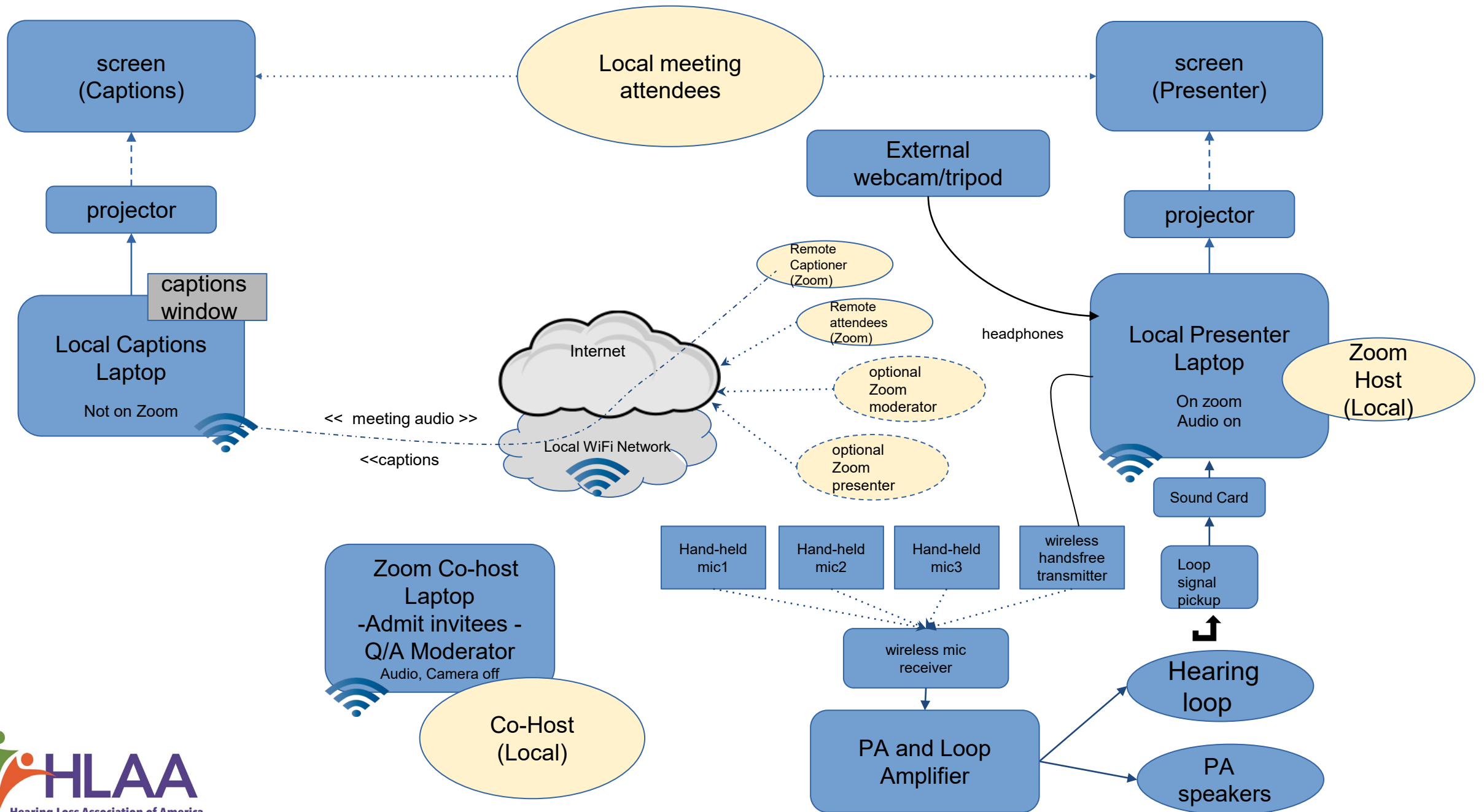
Options



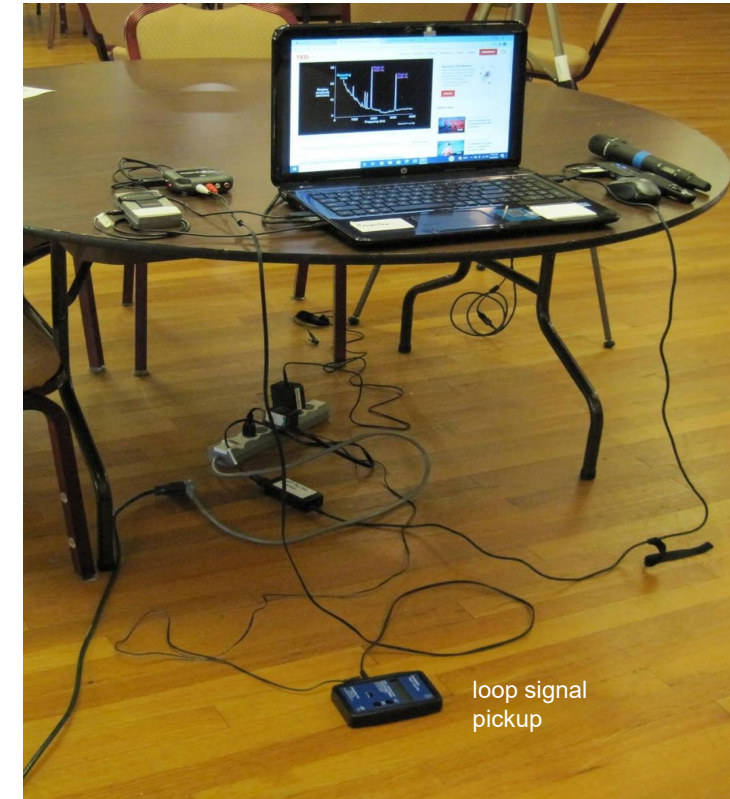
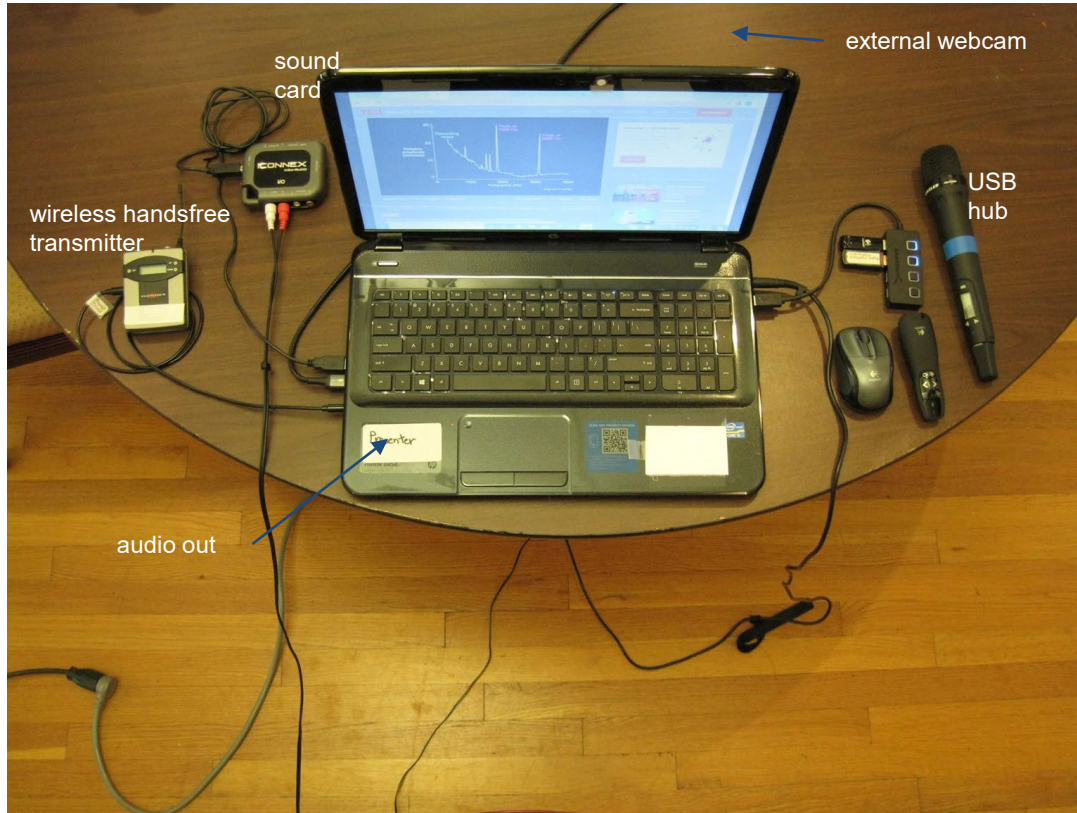




Rochester Chapter Complete Hybrid System



Host Laptop connections



From Left to Right: wireless handsfree transmitter, soundcard, Host Laptop, mouse, remote slide control, USB Hub, handheld microphone

Power and induction loop pickup

Other Options Under Consideration

- Camera for Audience Questions:
 - Handheld or Fixed
 - Must use handheld microphones (avoid feedback)
- Camera to show Audience (privacy considerations?)
 - Possibly pan and zoom
- Addition of an audio mixer, which would eliminate the wireless handsfree transmitter and manage inputs and outputs.

Questions and Answers





Dan Brooks
Chas Johnstone
Lorin Gallistel

Please send questions or comments to:
hlaaroxybrid@gmail.com

HLAA Chapter Leader Resources

<https://www.hearingloss.org/chapters-state-orgs/chapter-leader-resources/>

HLAA Tech group
HLAATech@hlaagroups.hearingloss.org

Carla Beyer-Smolín
HLAA Chapter and Membership Coordinator
chapters@hearingloss.org

Thank you

