**Hybrid Meetings – Guidance Document**

**Definition**A hybrid meeting is one which is available to people who join the meeting in person and to those who join online via computerized means. In practice, this means using a tool such as Zoom or MS-Teams.

This guide is designed to help those interested in how to run a hybrid meeting.

**Fees**The Mineralogical Society charges a range of fees for those who attend its events, from £0 (for those who live and work in low- and middle-income countries) to £Fee for those who attend in person to (£Fee x 0.4) for those who attend remotely and are not in the £0 category above. (Different fees apply for students, those who are members of the Society, and for those who register at the early-bird rate). These rates are indicative and each organizer can choose their own rates.

**Who is allowed to join?**Only those who have registered for an event are permitted to join (in person or online). Even if they are not required to pay a fee, nobody should join without registering. The person responsible for collecting registrations should provide a list of names and email addresses of all registered delegates to the person responsible for managing the event for remote delegates (Convenor 2, see below).

**Introduction**
The first and obvious thing to say is: there is no unique way to run a hybrid meeting. The event you produce will depend on the facilities you have available to you.

**Zoom/MS-Teams**

Log into a video sharing platform (e.g. Zoom or MS-Teams) with the same computer connected to the projector that will be used for in-person presentations. If you do not have a Zoom or MS-Teams account, the Society will provide you with a zoom account.

Convenor 2 should be logged Zoom or MS-Teams via a separate computer to handle the online audience.

The default setting for remote delegates should be:

* Camera off
* Mute.

All delegates should maintain this setting unless requested to change them. Convenor 2 should be responsible for muting the sound from any remote delegate who fails mute themselves. It is also recommended that any ‘waiting room’ or ‘join requests’ settings be switched off so that they don’t disrupt presenters while presenting. Turn off any waiting-room settings so that the arrival of late remote attendees doesn’t impact the presentations.

**Audio**In its simplest form, the computer at the front of the room can also be used to capture the sound from the speaker and transmit it to the rest of the room as well as to those joining remotely.

The Society can provide a set of microphones which can be connected to the computer. This/these will allow the speaker to wear a microphone (lapel mic) and thus enable him/her to walk around the stage and not be bound to one spot. Roving mics can also be used to allow those joining remotely to hear members of the in-person audience and the session convenors ask and moderate questions.

**Requirements**

* Computer
* Internet connection
* Teams/Zoom
* Microphone(s) so that online users can hear the speaker and audience questions
* Speaker system to share questions from online
* Presentation files (e.g. ppt or pdf presentations, or videos)

**Zoom/MS-Teams**

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* Convenor 2 should be logged Zoom or MS-Teams via a separate computer to handle the online audience.

**Questions**Convenor 1 (see below) should be responsible for the usual time-keeping of the session. They are also responsible for moderating the question & answer time at the end. Checking the ‘chat’ box for questions from remote delegates is the responsibility of convenor 2. Depending on how much time there is, or how many questions there are, they can choose to invite the delegates to ‘unmute’ and ask the question orally. If roving mics are not available, convener 1 should also repeat questions from the in person audience into the computer microphone for the benefit of the online audience.

**Recording**The default option for zoom sessions at meetings is to press record and allow recording to continue throughout the day. Presenters should be made aware of this in advance. It is unlikely that we will post video recordings of all presentations on YouTube, but we do at least have the option to do so, if we have the recording. (The permission of the presenters is, of course, needed before material is posted on YouTube.)

**Room setup**

Check:
*Meeting Room
Lighting controls
Meeting Room Computer
Audio controls
Powerpoint Pointer controls (hand-held pointers cannot be seen by remote viewers)*

*Plug in the microphone system
Test that the in-person audience can hear the sound captured by the lapel microphone
Test that the remote audience can hear the sound captured by the lapel microphone
Test that the in-person audience can hear the sound captured by the roving microphone
Test that the remote audience can hear the sound captured by the roving microphone
Check if the two mics are mutually exclusive (i.e. does one have to be turned off when the other is in use)
For any remote presentations, i.e. live or pre-recorded, test that the accompanying audio can be heard in the meeting room and by other remote delegates.*

*Look at the monitor settings on the Meeting Room Computer. It seems that the large screen and the presenter computer act as dual monitors. If “presentation view” is on in PowerPoint and a presenter is screen sharing, Zoom sees “presentation view”. Normally when you have a dual monitor set up, you can share “screen 1” or “screen 2”, but that was not an option. \*If this is not corrected – turn off “presenter view” in PowerPoint.*

Each room needs a person to

* Load presentations on Meeting Room Computer (convenor 1)
* Introduce the speaker
* Moderate questions from in-person delegates; ensure that microphone is used or that question is repeated by the speaker
* Also needs a person to introduce the speaker, and help them to clip on the microphone.
* Convenor 2 will act as the Zoom host, monitor the chat on the Audience computer, check the list of those attending to make sure that they are valid delegates, run a poll if need be; relay questions by remote delegates to the speaker.

**Convenor task list**

* First thing in the day, Convenor 1 logs into Zoom on the Meeting Room Computer
* Logs into zoom account
* Presses record
* Loads all presentations into a folder on the desktop, ordered by time
* Welcomes/introduces the first speaker (pinning mic to lapel)
* At the end of the day, shut down zoom and save the recording to the cloud (rather than to the local computer). Ensure to make a local copy quickly after the event, to avoid loss of the recording because of timed automatic deletion on some accounts.
* Convenor 2 joins the meeting on the Audience Computer (a separate device).
* Checks the remote delegate list.
* Makes sure that remote delegates can hear.
* Keeps non-presenters in mute with cameras off.
* Relays questions posed in the chat
* At the end of each session and certainly at the end of each day, recharge the microphones.

**For presenters:**

* Always share your screen within the Zoom meeting. Share “screen” and not the actual presentation – this will allow the electronic pointer to be shared over Zoom.
* During screen share – hide floating meeting controls. Hit ‘escape’ if you need them back.
* Wear the ROOM mic and the ZOOM mic (if these are separate) at the same time.
* When someone in the room asks a question – please repeat the question for those on Zoom (if a roving mic is not in operation) and then give your answer.