

# In-person / Hybrid Meeting Protocol

## Purpose

As public health orders ease, committees may choose to return to in-person meetings. Volunteers are expected to follow the most up-to-date public health recommendations and regulations. This includes protocol surrounding self-isolation, masking, vaccination, and other guidelines set by the Provincial Government. Volunteers are also expected to follow the rules and procedures set by the venue in which they are holding the meeting.

## What is a hybrid meeting?

A hybrid meeting is a meeting where some participants join in-person and some join virtually.

## What are the benefits of hybrid meetings?

- Increased attendance: some prefer in-person meetings, but others prefer the convenience virtual meetings
- Increased diversity: the choice to attend in person or virtually allows a wider range of people to participate

## Technical requirements

There are two groups of participants: in-room participants, and online participants. Online participants should be able to see and hear the in-room participants, and vice versa.

View [this video](#) for more information on how to set up a hybrid meeting.

## Tools needed

To host meeting	For virtual participants to view in-person participants	Optional (for a group larger than 4-5 people, or large rooms)
<ul style="list-style-type: none"><li>- Laptop (one or two)</li><li>- Projector or Screen</li><li>- Access to internet</li></ul>	<ul style="list-style-type: none"><li>- Cell phone on tripod OR second laptop</li></ul>	<ul style="list-style-type: none"><li>- Speakers</li><li>- USB microphone</li></ul>

## Steps

### Pre-planning

#### 1. Find a meeting location

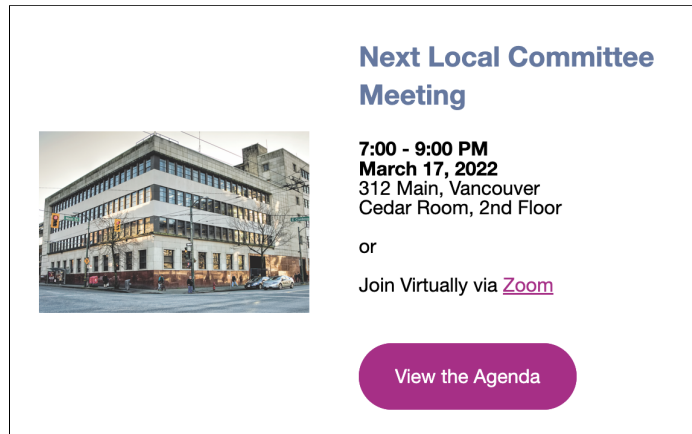
Ensure that the meeting location can accommodate a hybrid meeting. Ideally, it is in an easily accessible meeting space and has a projector screen and access to reliable high speed internet.

2. **Send out invitations**

Chair sends out meeting agenda and invite with in-person location, indicating that it will be a hybrid meeting that they can join online

3. **Ensure that necessary equipment will be available**

Chair or designate ensures that the necessary tools are brought to the meeting location.



*Example invite with in-person location and Zoom link*

### Technical set-up

4. **Arrive early to test**

If possible, arrive 30 minutes in advance before the first time meeting in the space to sort out technical issues.

5. **Start the meeting**

Host/chair starts the zoom meeting, positioning the laptop in front of them so that they are visible.

6. **Get someone to manage the tech**

Designate a co-chair, secretary, or member of the group to run the tech of the meeting. Make this person a co-host of the meeting. They should join the meeting with their own device. The designated person will admit guests and monitor the chat.

7. **Set up projector**

Set up projector/screen to mirror the screen of the host laptop. This allows in-person participants to view virtual participants as well as presentations

8. **Set up second device (ideally, cell phone on tripod)**

Join meeting separately on cell phone set on tripod, with the camera facing the in-person participants. This allows virtual participants to see both the in-person host and participants. A second laptop can serve this purpose as well.

**IMPORTANT: There should only be one microphone/audio source in the room to**

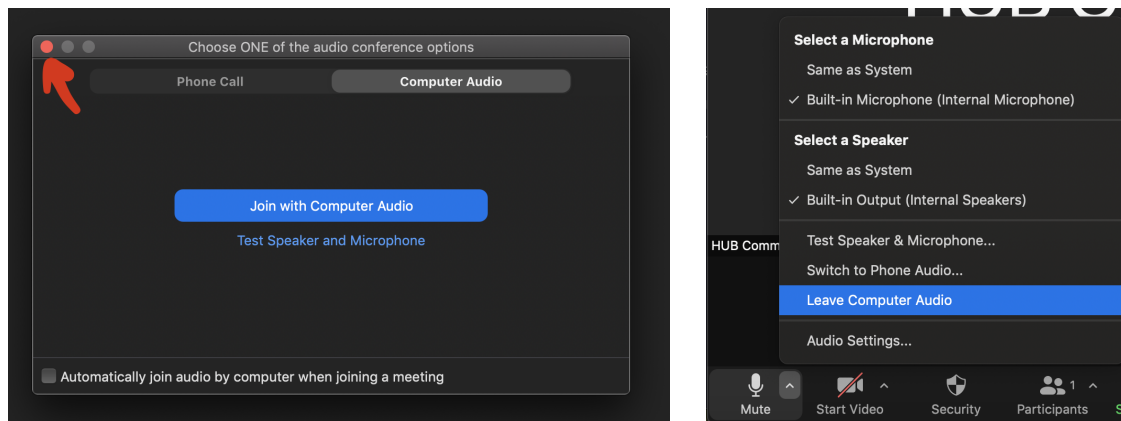
**prevent feedback. For a small group, you can use the cell phone on tripod as the camera, microphone, and speakers.**

- a. With a cell phone, **ensure that you join the meeting without audio.**
- b. With a laptop, **ensure that the laptop joins the meeting with no audio or has sound turned off and microphone muted. This will prevent audio feedback.**

## Optional

### 9. Use a microphone and speakers for a large group or room

Depending on the quality and sensitivity of your laptop's microphone, a separate microphone and speakers may be needed. Ideally, the facilities you are using have a conference caller.



*How to join without audio, or leave computer audio on your computer if there is audio feedback*

## Support from Head Office

Committees have a \$400 annual budget that can be used to rent space and purchase equipment needed. Staff can also help set up in an initial meeting and walk through setup.

Staff can help find locations with access to necessary equipment. The location should be centrally located and easily accessible by bike and transit.

Community Centres often have meeting rooms for rent, as well as the necessary equipment, such as projectors.

If you need help booking a location, reach out to [jonathan.mak@bikehub.ca](mailto:jonathan.mak@bikehub.ca).