

Hybrid meetings – information on creating the best experience for virtual attendees

For virtual attendees to obtain the best experience from a hybrid event, we recommend the following technical set up:

At the front of the room where speakers are positioned, a large screen should be placed next to them which shows the Zoom meeting room. This is so in-person attendees can see virtual participants and speakers, particularly if they have need to share their screen for a presentation:



One laptop should be used to share the main screen.

There should be two additional laptops on tripods/tables with wheels, ideally with a camera attached. These are to be positioned so that the virtual attendees have a good view of the conference room and attendees, and one angled towards the speaker and the projector/flipchart with presentation. All laptops should be 'joined' into the Zoom meeting as participants.



The speaker should have a microphone, and there should also be a roaming microphone for when in-person participants ask questions.