

**TOASTMASTERS**  
INTERNATIONAL®

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**District 3 – 2022-2023 Winter  
Toastmasters Leadership Institute**

**Hybrid Meetings**

# Goals for This Session

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1. To share the basic requirements for a hybrid meeting to include the pros and cons of various room configurations.
2. To address some of the obstacles clubs face when they have both an online audience and a face to face audience.

# Why Hybrid Meetings?

- Convenience
- Get visitors from other locations
- Build membership

# Before you start...

- Are leaders and members committed?
- Will the meeting site support the hybrid setup?
- Does the club have several people who can set up the equipment?
- Can both audiences see, hear and share equally?

# Considerations for hybrid meetings

- Can timing cards or device be seen by the speaker, wherever they are located?
- Can the online audience see both the speaker and the in-person audience?
- Setup depends on member preferences, budget, meeting facilities, and tech aptitudes of members.

# Considerations for hybrid meetings (Cont.)

- All functionary roles can be performed by either the online members or the face to face members.
- Written feedback to online speakers is difficult.
- Voting could be done by text.

# Basic Tech Setup

- Electricity
- Computer (laptop)
- Wi-Fi
- Microphone
- Speaker(s)
- Display
- Video Conferencing Software

# Costs

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## Videoconferencing Packages

- Zoom Annual subscription \$149.90
- Webex Meet Plan \$144.00
- Go To Meeting \$144.00

## Wi-Fi

- AT&T Hotspot \$25/month + \$6.95/month Device
- T-Mobile \$20.month 5GB + \$90 one time fee for Device



# Peacock Toastmasters Setup



# Speakers



INNOTRIK Bluetooth Conference Speaker with Microphone | 360-Degree Voice Pickup & Noise Canceling Conference Room Omnidirectional Microphone | USB Conference Microphone Bluetooth Speakerphone

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# Microphone



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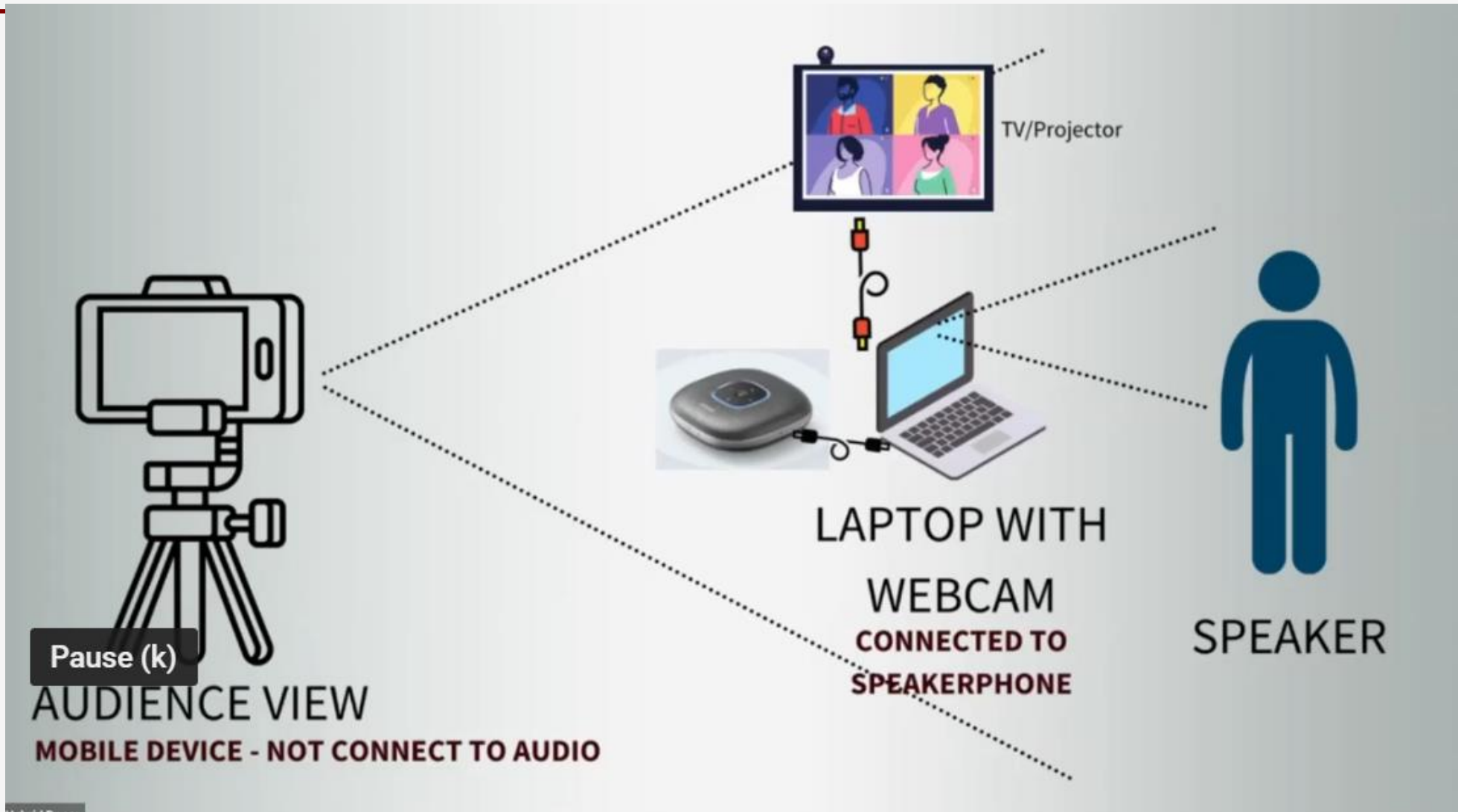
Brand	NexiGo
Connectivity	USB

# More Advanced Tech Setup

- Wireless Mouse? (optional)
- 1 X Smartphone? (optional; with a camera and Zoom installed)
- Tripod
- Wide angle lens



# More Advanced Tech Setup



# More Advanced Tech Setup (Cont.)



# Hybrid Meeting with One More Camera

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# Screen In Front, Camera Faces Audience

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## Go To Breakout Rooms

- If you are conducting hybrid meetings, share with others how it works i.e., describe your hardware setup.
- If you want to have hybrid meetings, share what you need to do to get started.



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# This concludes the session

Club Officer Training

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