OVEREATERS ANONYMOUS®

VIRTUAL REGION

UNITY WITH DIVERSITY COMMITTEE

Hybrid Meetings Technology Document

Hybrid meetings are meetings that combine a land based group with a virtual group. Most meetings are comfortable publishing their access information within a meeting list, but one option is to make access private requiring potential attendees request access through a website or email address.

There are a number of companies that offer free conference calls (FCC, NCC etc.).

Steps to start the Hybrid Meeting.
1. Set up an account at your chosen conference service.
2. It's recommend that Hybrid Meetings be interactive, integrating all attendees into a single unified meeting.
3. Distribute the call number with interested members. Attendeess would call-in using an access number and code. Share muting options at meeting start.
4. The following example products are there for reference only, they have not been tested and are not endorsed by the Virtual Region.
5. Attendees can also install the conference app on their device and avoid cellular charges and penalties by connecting to the meeting via the Internet.
6. For small meetings (<6) place a cell phone with it's speakerphone clicked on in the center of your meeting table To avoid cellular charges or penalties connect the cell phone to WiFi and run the meeting using the providers mobile application. Unfortunately, cell phones have highly variable speaker quality.
7. For small to medium sized meetings an external Bluetooth connected speakerphone can be placed in the middle of the table. This can be paired with a meeting connected cell phone or laptop. Here are some examples:

8. For medium size meetings a one or two wireless handheld microphones can be placed on a stand and or table at the front of the meeting. The receiver would then be plugged into a USB port on a Windows or Mac computer. You would need to use the speakers on the laptop or plugin an external speaker to hear remote attendees. Here are some examples:

9. Large meetings requiring two or more professional microphones utilizing an audio interface to combine the microphone sound together for broadcast. The audio interface would be connected via a USB cable to a laptop running your conferencing software. An external speaker connected via a 1/4" to XLR cable or using a Bluetooth speaker would allow remote members to participate.

10. Manage the meeting with your conferencing application's Dashboard with a Host connected device. This allows you to rename, mute/unmute, Drop or Chat with attendees. You may need to mute the host in the live meeting when people are sharing remotely. This eliminates feedback and echo caused by the speaker audio being picked up by the in-room microphones:
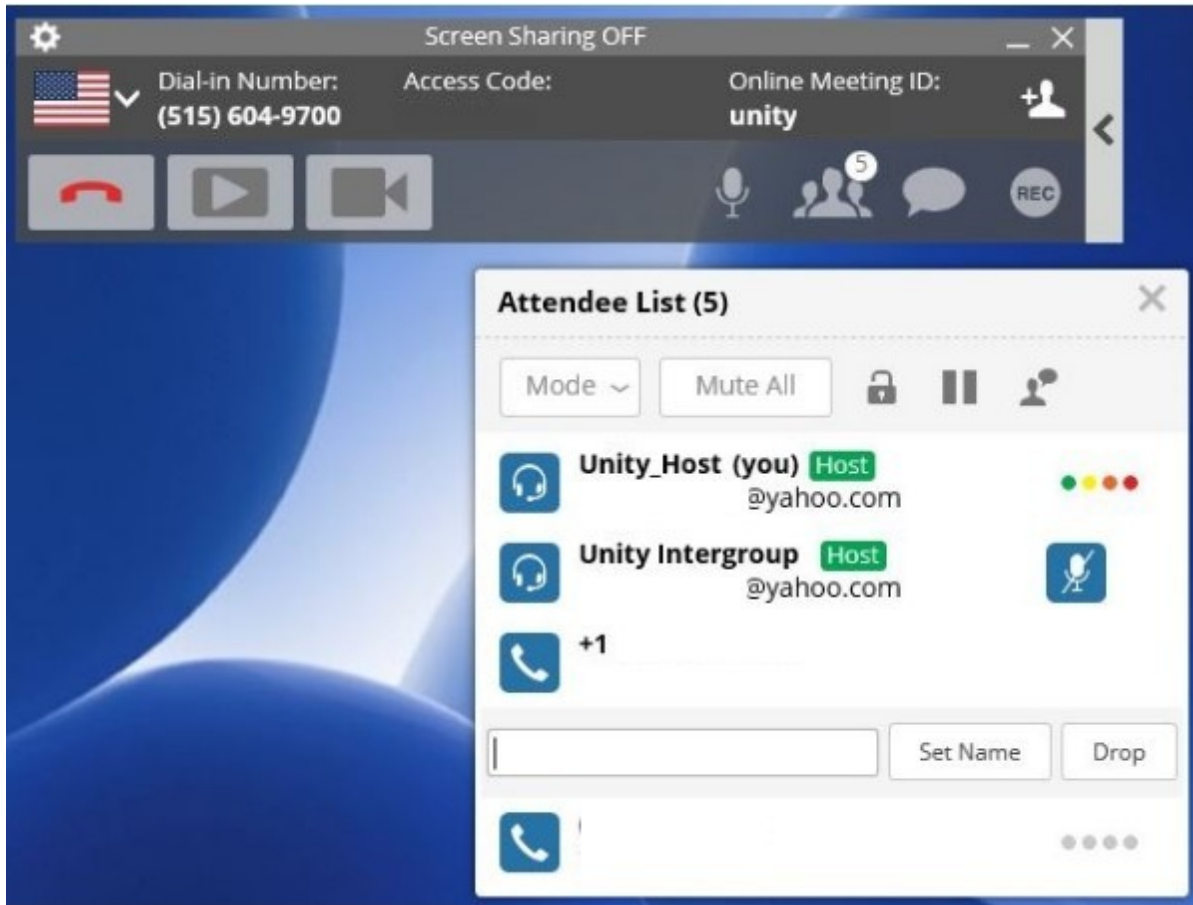
Respectfully Submitted

Unity With Diversity Committee
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