

**8 to 15 in-person attendance**  
**10 to 25 club size**

# Rotary

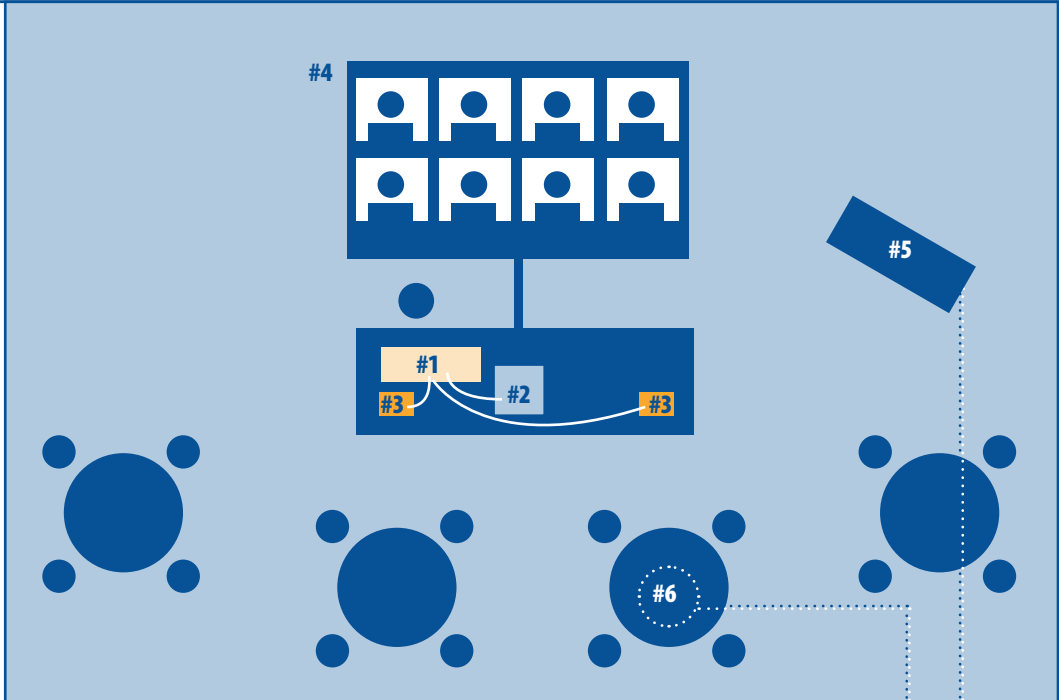
## District 6250



## Hybrid Meeting Task Force

Refer to "Going Hybrid: Small Meeting Hybrid Tech Setup" as posted on Region 36 website for complementary video demonstration of this arrangement.

### Essential Equipment



## Essentials

- (#1)** Laptop with built in microphone and camera for the meeting host to communicate with the virtual attendees. Laptop needs compatible inputs and outputs for projector or large monitor.
- (#2)** Projector and **(#4)** screen, or large TV monitor for in person attendees to view the meeting host and the virtual attendees.
- (#3)** External powered speakers to insure all in person attendees can hear the meeting host and virtual attendees.

### Other Items:

- Reliable internet access.
- Zoom or similar program installed on the laptop.
- Power strip to plug in each piece of equipment.
- Cables to interconnect various pieces of equipment.

## Enhancements

- (#5)** Second camera on a tripod for virtual attendees to view in person attendees. (Could be a smartphone.)
- (#6)** External USB microphone or conference room microphone for virtual attendees to better hear in person attendees.

**Thank you to Rotary District 6250 for creating and sharing this document.**