

So Many versions of Hybrid

- **No interactivity makes it easy (but boring)**
 - Connect your laptop to a projector and sound system
 - Log in to the Zoom for any in-person attendees to watch.
 - Mute the mic
 - Be sure to include chat and closed captions on screen
 - Staffing: If there is Q&A, you need staff who can type in-person questions in the Q&A function
- **Small Interactive groups** like book discussions that don't need to share screen:
 - Have the presenter/host signed in to Zoom as the host and connected to the teleconferencing equipment.
 - Mics:
 - [OWL Pro](#) is best if everyone is within 12 feet of the OWL. Says 18 feet but is not super clear, especially with high ceilings and masks.
 - Benefits: Only two wires...power and to your laptop
 - [Logitech GROUP](#)
 - Benefits: better sound quality if spread out more in the room because you can attach additional mics...BUT it's a lot of wires
 - One to the camera (we put ours on a tripod to capture the whole table)
 - Can preset zoom in to individual speakers, screen, etc and select with remote control during the event
 - One to the laptop
 - One to power the main mic/speaker console
 - Possibly 2 more if you add mics (supposedly extends audio coverage to 28 feet)
 - Could use [Mevo](#)...can get kit of 3 camera for \$999 and control them as one "attendee/host" in Zoom.

- Have another laptop connected to projector and logged in as an attendee to the Zoom. Turn volume all the way down and mute the mic. The speaker on both the OWL and Logitech are strong enough for groups of 20-ish. Haven't tested Mevo in large room yet but seems pretty good though more directional than OWL and Logitech.
- Staffing: If the host is virtual, will also need staff on site to support in-person attendees. If host is on site and tech-comfortable, we have been able to just get them started and let them go with it.
- **In-person Groups that need to screen share even in person (like writing groups)**
 - Same set up as above but the attendees use laptops (personal or library) to log in to the Zoom as well so they can share their screen
 - Remind them to mute their mic and turn speaker volume all the way down and rely on OWL or GROUP mics/speakers.
- **Larger events with virtual presenter, attendees are in-person and online**
 - Our sound system is currently broken so we are relying on the OWL to be the speakers which has managed a ~900 sq ft room as long as the in-person participants aren't too noisy
 - Mute the OWL and connect to the Zoom laptop that is connected to the room projector
 - If the "in-person" room needs to speak in the meeting, you just unmute but need to get within 12' of the OWL to be picked up reasonably
- **Larger events with in-person presenters**
 - I recommend using ONE laptop connected to the projector and logged in to the zoom
 - I THINK, if your sound system works:
 - you can use the [USB Audio Interface](#) (slide 6) to use your room's microphones...maybe a different one to also have output from your computer back to external speakers??
 - Or maybe use your computer's sound to connect to the room speakers (typically a 3.5mm audio cord or maybe even sound over your HDMI if your room is set up that way)

Pilot AV equipment:

<https://mdstatelending.myturn.com/>

Make-It Place tips: https://www.oercommons.org/groups/av-kit-training-resources/5916/?_hub_id=69

MSL Programming Technology Survey if you use the equipment
https://docs.google.com/forms/d/e/1FAIpQLSd-G5m4lISgK3eOygPI7_9jPasp_zGdfkdDVaCRElgmnGt4g/viewform

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