

Appendix 1: Hybrid & Virtual Meeting setup

Hybrid Meeting setup

- Laptop(s) at the Windmill Centre
 - Basic set up: One laptop for presenting information & camera pointing to the attendees/presenter.
 - Excellent set up: Two laptops - one for presenting information and one for presenting a visual of the attendees/presenter.
- HDMI cables to link the two television screens for attendees physically present.
- Google Meet/Microsoft Teams/Zoom meeting link – sent out ahead of the meeting with instructions on how to download/use.
- Webcam.

Procedure

The laptop being used to dial in should have the laptop camera (internal or external webcam) pointing to the attendees so that the attendees dialling in can feel part of the group and be able to hear questions and member discussion.

When presenting something on the television screens, this should be opened on the laptop and 'screen shared', with the presenter using the laptop to run through the slideshow or documents on the laptop.

Hybrid attendees should be told when and how to make use of the platform functions such as:

- Raising hands
- The chat functionality

The presenter and/or an additional person at the meeting will be responsible for ensuring raised hands and questions submitted using the chat functionality are addressed either at the meeting or agreed as an action to address post-meeting.

Virtual Meeting setup

- Google Meet/Teams/Zoom meeting link
- Webcam

When presenting in a virtual meeting, the presenter should always screenshare the presentation or documents so that attendees can see the information.

Attendees should be told when and how to make sure of the platform functions such as:

- Raising hands
- The chat functionality

The presenter and/or an additional person in the meeting will be responsible for ensuring raised hands and questions submitted using the chat functionality are addressed either at the meeting or agreed as an action to address post-meeting.