



Maximizing Post-Pandemic Events

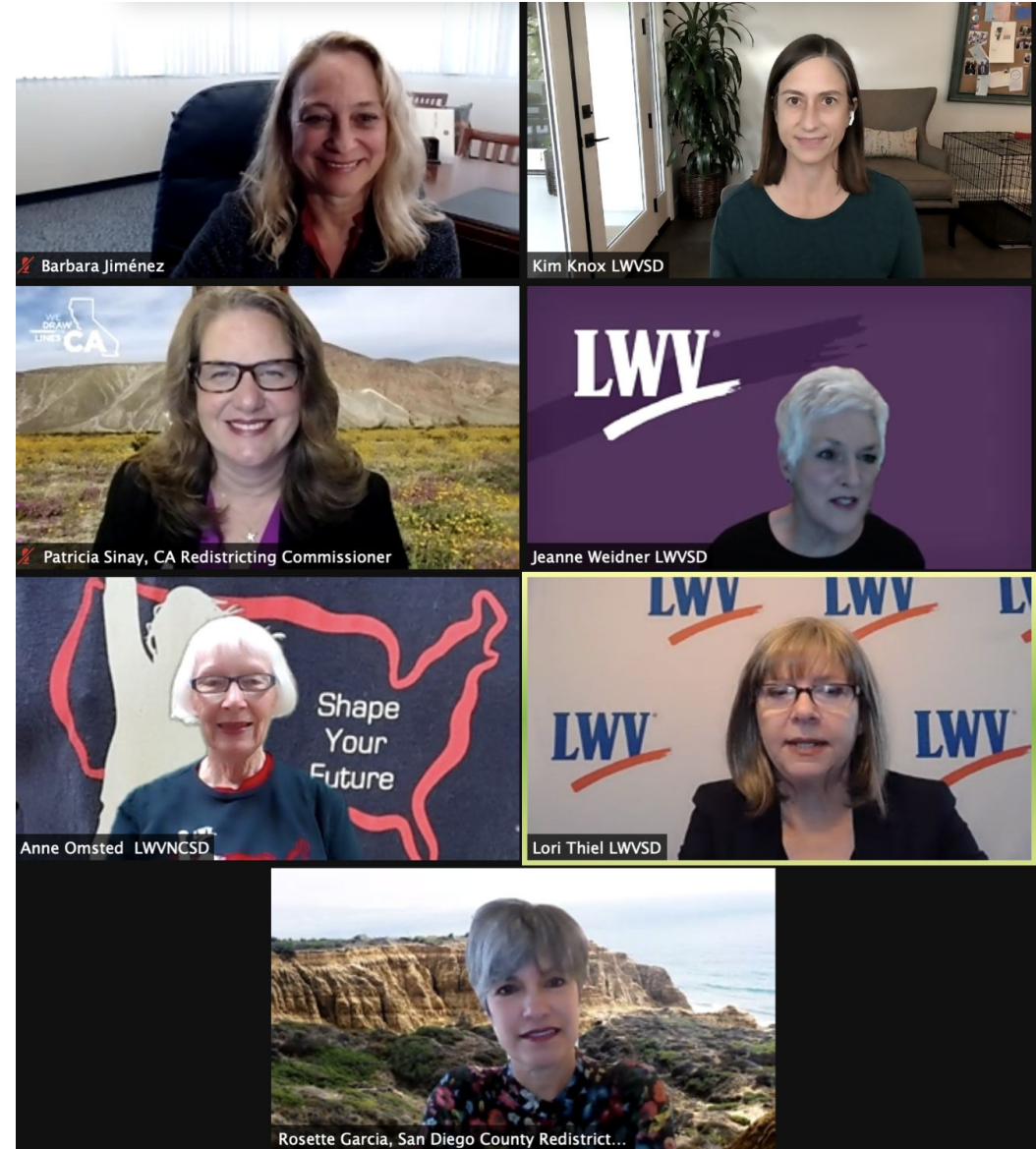
Presented by Lori Thiel, President and Kim Knox, Program Chair

Agenda

- Hybrid meeting overview
- Registration
- Device setup
- Venue setup
- Zoom Tips
- Q&A

Necessity is the Mother of Invention

Plato, The Republic

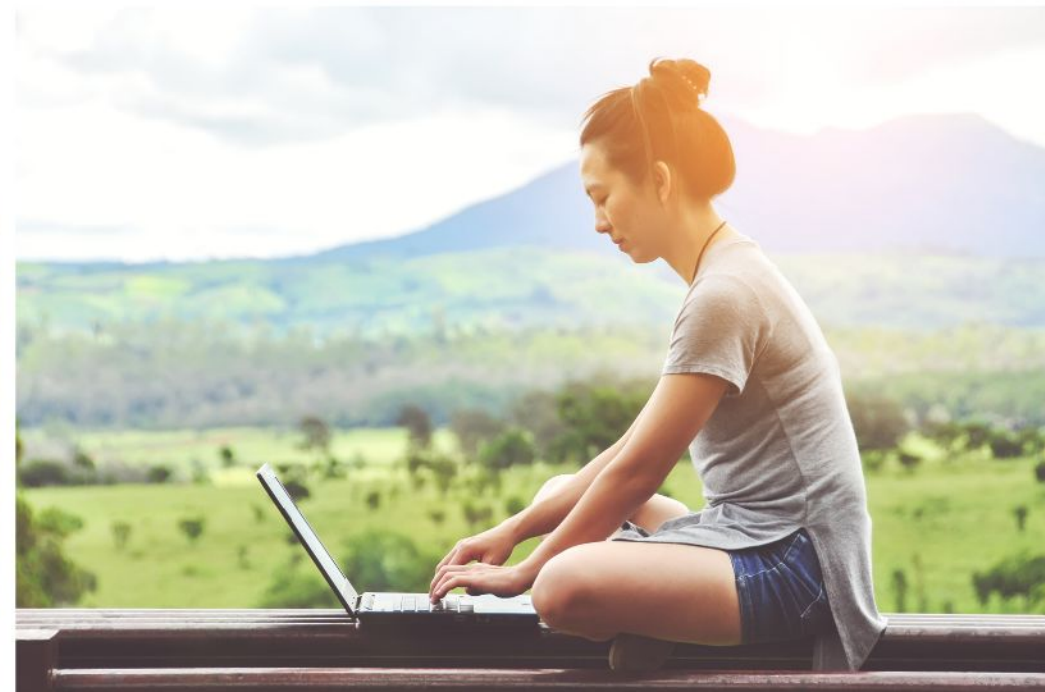


Benefits

- **More inclusive** – anyone with a phone, tablet or computer could attend, even while traveling
- **Environmentally friendly** – no transportation required
- **Time efficient** – participants could attend multiple meetings a day
- **Work efficient** – attendees could discretely reply to email or conduct other business during meeting lulls
- **Broader speaker base** – speakers from all over the country can easily share their insights
- **Cost effective** – savings on room rentals and speakers' travel fees
- **Text-based option** – The chat feature gives introverts an option to express themselves without speaking



Virtual Meeting Attendance is Here to Stay



Hybrid Meeting Checklist

☐ Registration

- ☐ Online – ensure Zoom link / join info is provided prior
- ☐ In-person – Restrict based on legal capacity

☐ Venue

- ☐ Quiet room – Check for extraneous noises which might be distracting for your attendees
- ☐ Room capacity – Check state and municipal regulations about capacity and spacing
- ☐ Stable internet connection
- ☐ Phone hotspot as a backup
- ☐ Zoom Meeting platform

Hybrid Meeting Checklist (cont.)

- ❑ Multiple devices in venue on Zoom
 - ❑ Large screen desktop computer for in-person and Zoom audiences to see each other
 - ❑ Laptop for Zoom administration
 - ❑ Optional: Phone/Tablet on a tripod or propped up (for streaming of a featured speaker facing the in-person audience)
- ❑ Two meeting managers
 - ❑ Facilitator who runs the meeting and manages in-person attendees
 - ❑ Tech facilitator who manages online attendees

Meeting setup



Getting Started

Schedule a Zoom Meeting

- If you choose “Registration not required,” you will send/publish the Zoom **join** link
- If you choose “Registration required,” you will send/publicize the Zoom **registration** link



Meeting Registration

[f](#) [t](#) [in](#) [✉](#)

Topic Our Hybrid Meeting

Time Jul 3, 2021 07:00 PM in [Pacific Time \(US and Canada\)](#)

First Name*

Last Name*

Email Address*

Confirm Email Address*

* Required information

Information you provide when registering will be shared with the [account owner](#) and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

Register

Getting Started (cont.)

SAMPLE EMAIL

Hybrid meeting

Kim Knox <program@lwvsandiego.org>

to Kim ▼

We're hosting a hybrid meeting. There are two ways to participate:

- Use this Zoom link to join online from anywhere: <https://us02web.zoom.us/j/9191111111>
- RSVP to attend in person: <http://evite.me/u4maG3XX8w>

Getting Started (cont.)



[Home](#) [About](#) [Committees](#) [Events](#) [Support Us](#) [Voter Services](#)

[Home](#) > [Events](#) > [Annual Meeting](#)

Events - Event View



This is the "Event Detail" view, showing all available information for this event. If registration is required or recommended, click the 'Register Now' button to start the process. If the event has passed, click the "Event Report" button to read a report and view photos that were uploaded.

Annual Meeting

Announcing Guest Speaker

Former Congresswoman Susan Davis

ONLINE
JUNE 19th
10AM

LWVSD ANNUAL MEETING

At this meeting, members will adopt a local program for the ensuing year, elect directors, officers, and local League members to serve on the nominating committee, adopt a budget and consider amending the bylaws.

Register Now

Add to my Calendar



Getting Started

Choose an event registration system that

- Has capacity limits
- Can send a customized confirmation email that contains the Zoom link

Eventbrite accommodates two ticket types with different capacity limits

Sample Hybrid Event

Sat, Jul 3, 2021 7:00 PM - 10:00 PM PDT

In-Person (limited quantity due to venue capacity)

Free

Sales end on Jul 3, 2021

0

On Zoom

Free

Sales end on Jul 3, 2021

1

Powered by eventbrite

English (US)

1

Free

Register

Additional Settings

Configure whether attendees should receive a printable PDF when they register.

Custom settings for each ticket type



In-Person (limited quantity due to venue capacity)

☐

Include printable ticket

☒

Include custom confirmation message

Your seat has been reserved. Please wear a mask and maintain 6 feet of social distance.

On Zoom

☐

Include printable ticket

☒

Include custom confirmation message

Your Zoom login will be emailed one hour prior to the event.
OR [insert Zoom link]

Getting Started (cont.)

SignUpGenius accommodates two ticket types (slots) with different capacity limits

Paid SignUpGenius accounts can create a customized confirmation email that contains the Zoom link.

The screenshot shows the 'My RSVP' page on the SignUpGenius website. At the top, there is an orange navigation bar with the SignUpGenius logo and links for 'Features', 'Pricing', and 'More'. Below the navigation bar, a light blue header contains a link to 'Back to Team Meeting' and the title 'My RSVP'. The main content area is light blue and contains the following elements: a question 'Will you be attending on Sat., 07/03/2021 from 7:00pm - 8:00pm PDT?' with three orange buttons labeled 'Yes' (with a checkmark), 'No', and 'Maybe'; a question 'How many will be attending, including yourself?' with a dropdown menu showing '1'; a 'Public Comment (Optional)' text input field; a 'Sign me up for:' section with a table of available slots. The table has three columns: 'Available Slot', 'Quantity', and 'My Comment'. The first row shows a dropdown menu for 'Available Slot' with options 'Select', 'In-person seat', and 'Zoom login', a dropdown for 'Quantity', and an empty 'My Comment' field. Below the table, there are input fields for 'Name' (split into 'First' and 'Last') and 'Email'.

SignUpGenius Features Pricing More

< Back to Team Meeting

My RSVP

Will you be attending on Sat., 07/03/2021 from 7:00pm - 8:00pm PDT?

✓ Yes No Maybe

How many will be attending, including yourself?

1

Public Comment (Optional)

Sign me up for:

Available Slot	Quantity	My Comment
Select		
Select		
In-person seat		
Zoom login		

Name First Last

Email

Getting Started (cont.)

SignUpGenius customized
confirmation email (paid account)

Note: all registrants will receive the
same confirmation email, which
includes the Zoom link.

Team Meeting

Thank you, Kim!
You responded 'Yes' to Team Meeting.

✓ **07/03/2021 (Sat.) 7:00pm - 8:00pm PDT**

Location: [LWV San Diego](#) 9



Guests: 1



You signed up for:
Zoom login

You're all set!

To get a Zoom login, use https://us02web.zoom.us/meeting/register/tZlsc-qorzspGtwlhKlaa-RkRA5saNUJZhY_

[View Sign Up](#)

 [Edit My RSVP](#)  [Contact Voter Services](#)

 **LWV** OF SAN DIEGO 

Meeting setup: Computers

Large-screen computer connected to Zoom at front of room for in-person and Zoom attendees to see each other

- Audio: Speaker volume high
- Mic: on
- Video: Active speaker mode
- Camera: On and pointed at in-person attendees



Laptop for tech facilitator

- Audio: Off
- Mic: mute
- Camera: Optional



Meeting setup: Duties

Meeting manager

- Set and follow agenda
- Engage and recognize in-person attendees
- Consult with tech facilitator for virtual attendee participation
- Consolidate and confirm any votes / consensus by all attendees



Meeting setup: Duties (cont.)

Tech facilitator using a laptop (sound off)

- Monitors online attendees for
 - Raised hands
 - Chat messages
 - Attendees off-site should be muted whenever not talking
 - Enable screen sharing permission if needed
- Conducts Zoom [votes](#) and report results
- Records meeting for later viewing (optional)



Meeting Setup with Presenter



Meeting Setup with Presenter (cont.)

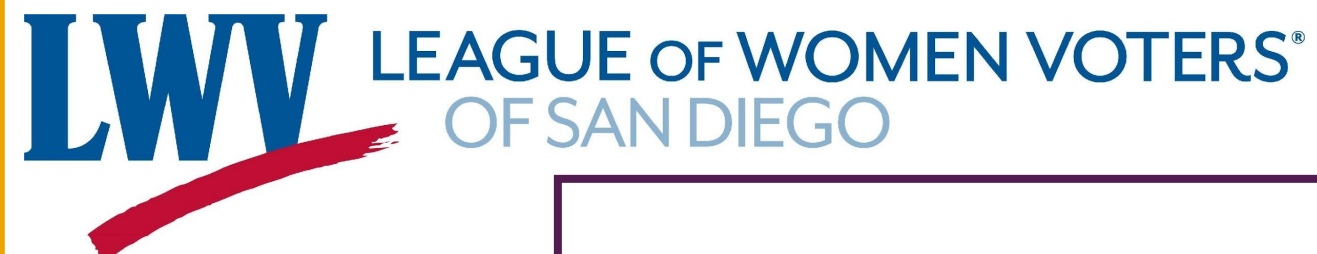
Speaker stands next to the big-screen computer, facing the in-person attendees.

- Zoom device: Phone
- Mute all other devices to avoid feedback



Candidate Forums Setup





**Thank you for
your attention**

Zoom tips to come, followed by Q&A

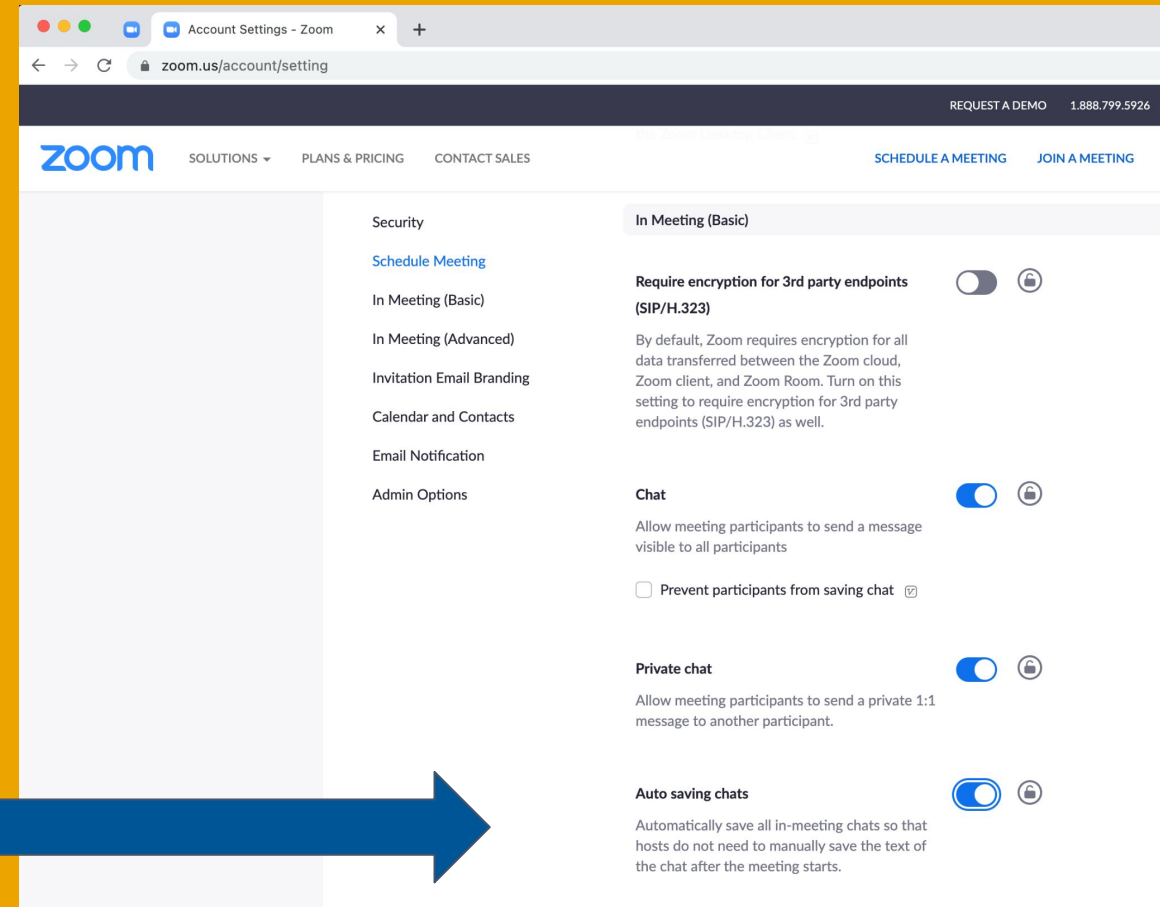
Zoom Tip: Save the chat file

When in meeting, click on Chat

At the bottom of the chat window, click ..., then Save Chat.

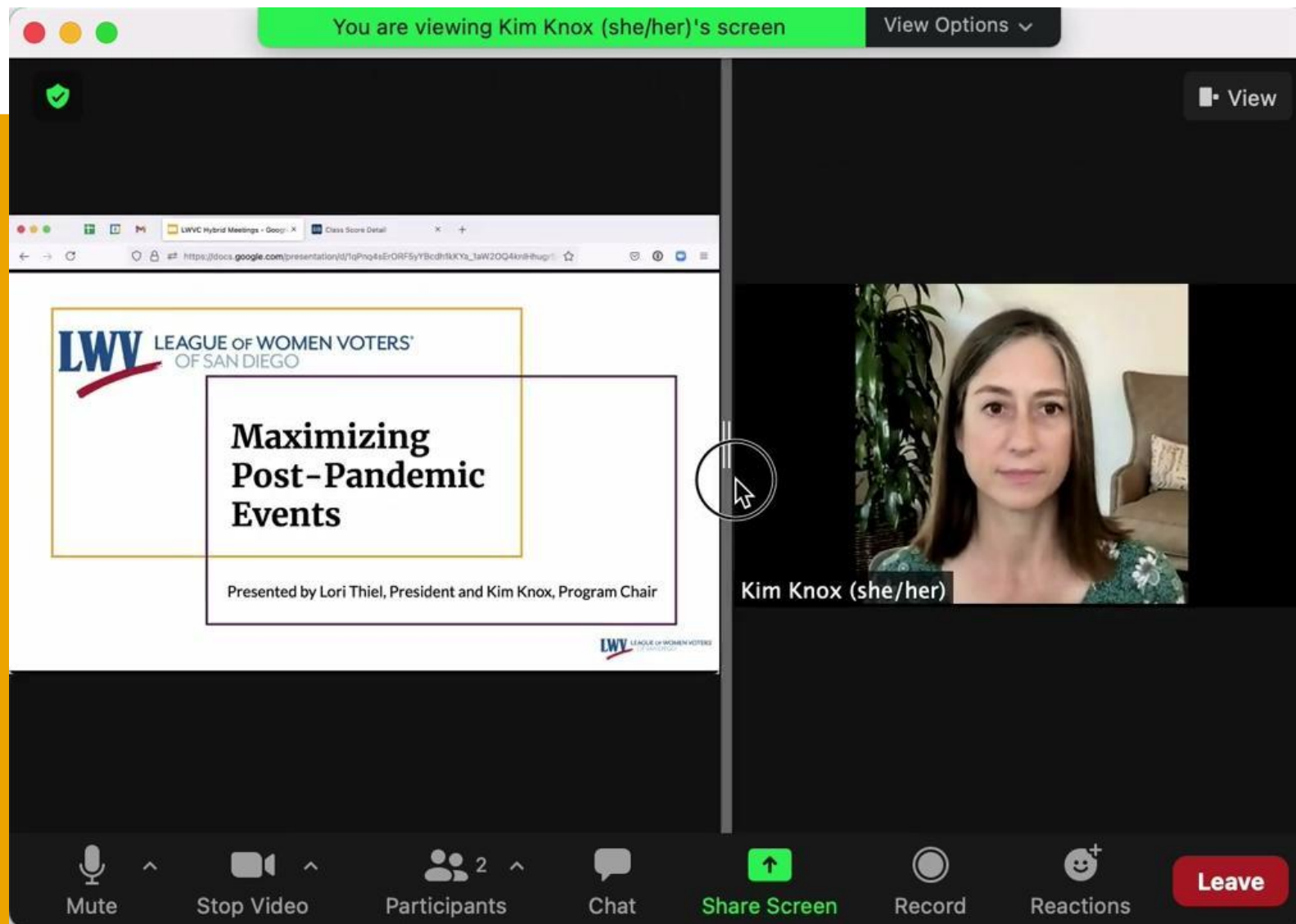
This will save your chat to your Documents folder / Zoom / Folder with meeting name, date, and time.

For future meetings, in account settings on Zoom website, set it to save the chat for all meetings to the host's computer.



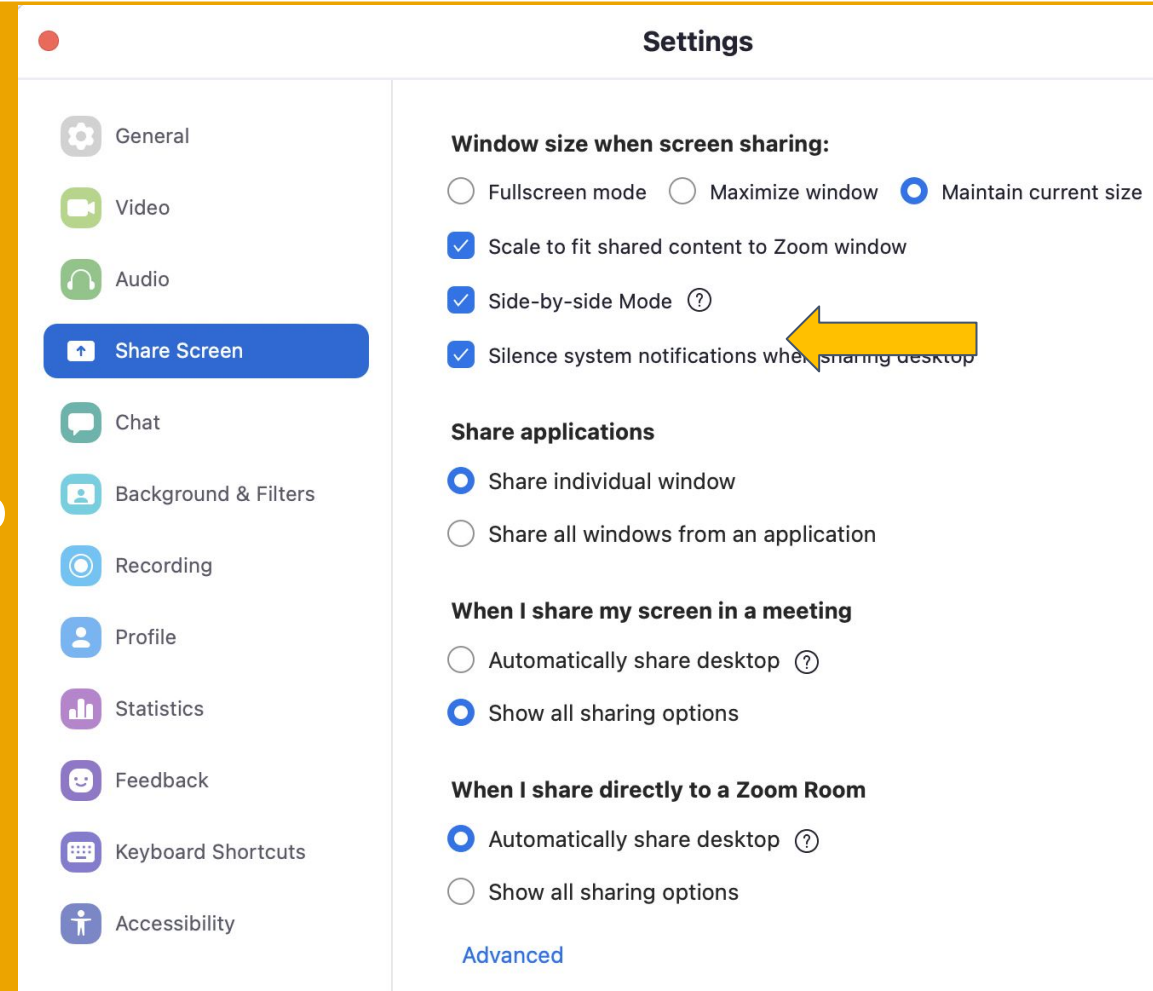
Zoom Tip: Side-by-side mode

You can choose to have
the screen share larger or
the video boxes larger.



Zoom Tip: Side-by-side mode

- See the shared screen alongside either
 - Speaker view
 - Gallery view
- Adjust the location of the separator between the shared screen and video to change the relative size of each side

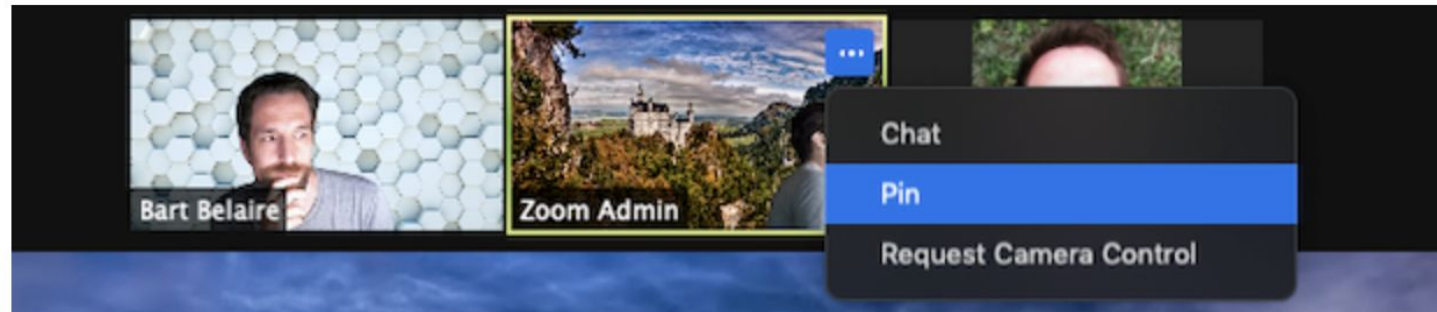


Zoom Tip: pin the video of choice

Suggest to virtual participants that they **pin** the desired video so it will always be showing.



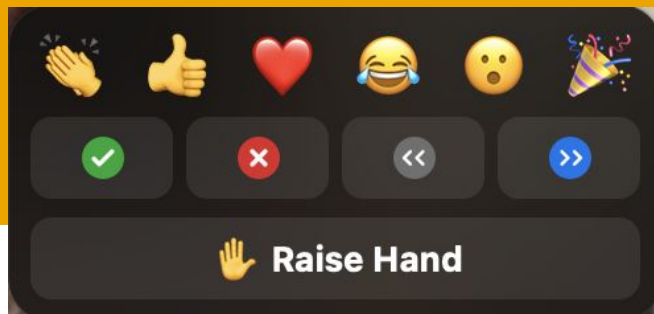
1. At the top of your meeting window, hover over the video of the participant you want to pin and click ...
2. From the menu, click **Pin**.



Zoom Tip: Participant List

Shows how many hands are raised
and how many clicked YES or NO

To clear all, click More / Clear All
Feedback



Participants (4)

LWV Tech (Host, me)

Kim Knox (she/her)

Bud Taylor

Nikki Summer

2

Invite

Mute All

More ▾

Participants (5)

Kim Knox (she/her) (Host, me)

Lori Thiel

Tyler Knox

Kim

Kim Knox (she/her)

3

2

More ▾

Thank You & Let's Stay Connected!



LWVSanDiego.org



[@lwvsd](https://twitter.com/lwvsd)



[@lwvsandiego](https://www.instagram.com/lwvsandiego)
[@lwvsdyouth](https://www.instagram.com/lwvsdyouth)



[@lwvsd](https://www.facebook.com/lwvsd)

Links from the chat

Tabletop 360 degree camera/mic [Meeting Owl Pro](#)

LWVSD Candidate Forum Question Submission [website](#)

Bluesky Apps [Zoom timer](#)

Razer Kiyo Streaming [Webcam](#)

Zoom [help](#) on enabling Yes/No reactions for your account (NOTE: older versions of Zoom only show reactions for a few seconds before they disappear)