

## HYBRID MEETINGS

Tips for running simultaneous physical and virtual meetings:

### PHYSICAL CONFERENCE ROOM(s) with connection to virtual platform (such as Zoom)

The following is recommended for agencies who do not have conference rooms already wired for virtual meetings, and/or are having sound or video issues. Local staff should facilitate.

#### 1. Video

- a. Video Out - Cameras, laptops, tablets, smart phones (turn off microphone and speakers on these devices)
- b. Video In - To view remote attendees, use large screen(s) if possible

#### 2. Sound

- a. Use Conference Telephone with Multiple Microphones (Zoom and other teleconference platforms have the option of connecting by phone.)  
**Suggested Devices:** The [Vtech VCS754](#) or [Vtech VCS704](#) provide 2 fixed microphones and 4 wireless microphones.
- b. Use “Connect by Phone” option (with Zoom or other platform)
- c. Speakers - Use built-in speakers provided by the conference telephone. (sound should be “muted” on all other devices)

#### 3. Safety

- a. Physical distancing - Abide by local requirements
  - i. Large Meeting Room (if possible)
  - ii. Multiple Meeting Rooms (if necessary)
- b. Mask-wearing - Abide by local requirements

### VIRTUAL LOCATIONS - Tips for participants connecting virtually.

1. Positioning of Device - Place your camera, laptop, tablet or smart phone in a position that allows the camera to capture your head and shoulders (such as on a stack of books or tripod)
2. Connectivity Issues - To remedy sound, video or connectivity issues, consider the following suggestions:
  - a. Use the “connect by phone” option which allows the pairing of a different phone for sound.
  - b. Ask others in your location to refrain from using video through your local internet connection.
  - c. Turn off your own video
  - d. Connect only by phone

### BROWN ACT COMPLIANCE - See “[Brown Act Guide](#)”