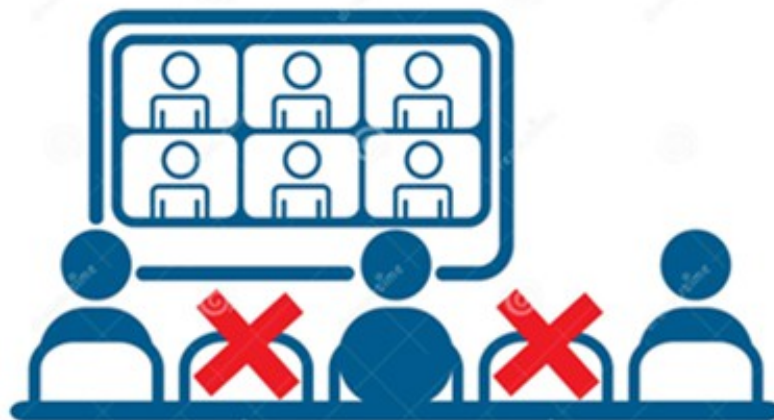
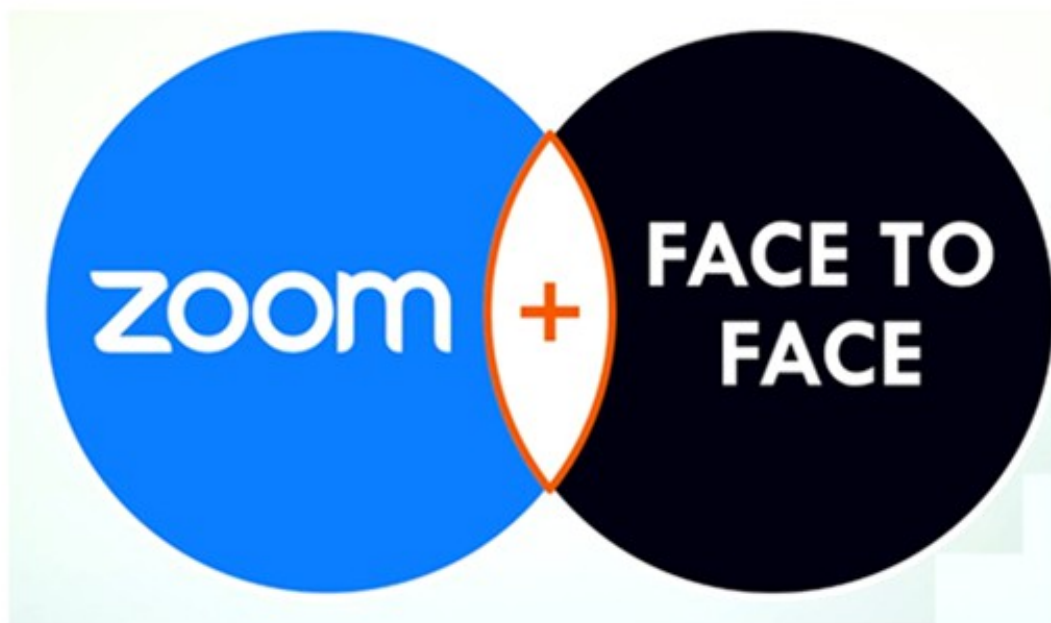


# Transitioning from Zoom to Face-to-Face Meetings



# Transitioning Back to Face-to-Face Meetings

## Some Discussion Points

### 1. **Holding hybrid meetings at pre- COVID locations.?**

- Can members attending virtually hear, see and be seen and heard by all?
- Does the meeting location have strong and stable Wi-Fi?
- Do members have cell plans that can handle extra data usage?

### 2. **Benefits of virtual meetings**

- no travel in bad weather
- no driving in heavy traffic
- no parking challenges
- ability to attend for those with physical challenges
- ability to attend virtual meetings with dear friends in other areas.

### 3. **Another Option?**

- Return to face-to-face meetings and start additional zoom meetings

## COVID Concerns

1. Require masks
2. Require social distancing
3. Minimize number of people in the room.



### **Things to Be Considered when returning to in-person meetings**

Communicate Clearly In-Person Meeting Expectations re:

- Social Distancing
- 7<sup>th</sup> Tradition
- Chips
- Literature

### **Communicate in-person meeting expectations and post meeting requirements in advance to potential attendees**

- Examples of requirements to discuss and determine are:
  - expected behaviors
  - physical distancing
  - hand hygiene
  - wearing a mask is required
  - self-monitoring for symptoms of COVID-19 and isolating if appropriate.
  - asking members to screen for symptoms and stay home if ill

## Equipment Needed

- Stable Internet Connection at the in-person meeting location
- A laptop computer
- Omnidirectional microphone
- Speakers
- Swivel USB camera
- A secondary monitor so in-person attendees can see virtual attendees
- Extension cables, if needed for audio, video, USB and power

### Hybrid Zoom Meeting Technology Requirements

#### In-Room Technology Options

##### 1. Smartphone

###### o PROS

- ✓ Easy to connect to network (cell or WiFi)
- ✓ Inexpensive, most attendees have one

###### o CONS

- ✓ Small screen, in-person attendees can't view at same time
- ✓ Small camera field, not all in-person attendees can be seen
- ✓ Low sensitivity mic: have to pass around to speakers
- ✓ Small speakers, hard to hear remote attendees

##### 2. Pad/Tablet

###### o PROS:

- ✓ Easy to connect to Network (cell or WiFi)
- ✓ Moderate expense

###### o CONS:

- ✓ Moderate screen, in-person attendees can't view at same time
- ✓ Moderate camera field, not all in-person attendees can be seen
- ✓ Moderate sensitivity mic, hard to hear from back of in-person room
- ✓ Small speakers, hard to hear remote attendees
- ✓ Added cost if cell network required

##### 3. Laptop with external monitor

###### o PROS:

- ✓ Effective support for network, display, speakers, mic
- ✓ Dedicated laptop (not owned by individual)

###### o CONS:

- ✓ Most expensive
- ✓ Security concerns (theft, laptop login access, device movement)

