

OREGON INTERGROUP WORKSHOP 7-24-21

Key Points for Decision Making on Meeting Transition from Zoom to Face to Face or Hybrid

1. What's possible? Need info from your former meeting place on their status. Also, please note that Oregon Intergroup plans to continue to offer zoom rooms to any meetings who wish to use them. These virtual meetings can be registered and listed as affiliated with Oregon Intergroup.
2. What is the group conscience re: Covid 19?
 - Is it an outside issue?
 - Does the facility where you meet have guidelines/requirements/procedures? Is your group willing to meet these?
 - What are the national/state/local guidelines? Does the group choose to follow these?
 - Liability Insurance - Covers the "normal" someone trips and slips type of incident NOT contracting a disease.
3. Group Willingness
 - How many of your current or former members (those who attend regularly on zoom and those who choose not to move to zoom) want to move back to face to face?
 - How many want to stay on zoom?
 - How many are interested in trying hybrid in some form? Note: going hybrid requires the willingness of the face to face members for implementation.
4. Going Hybrid - options Low tech to High tech

Low tech - Facetime, zoom voice/voice and video or voice only on smartphones. Requires permission to use the facility's wifi, a hot spot or unlimited data on face to face caller recipient phone.

Medium Tech - Zoom in on a Face to Face member's laptop or tablet. Requires permission to use the facility's wifi, a hot spot or unlimited data on face to face caller recipient device. Meeting can choose to bunch zoom callers on one laptop or have multiple members bring equipment and match them up one on one. (Choose "pin image" to make the video one person and bigger). Separate bluetooth microphone and speaker may enhance this. (See handout)

High Tech - secure a meeting space where high tech zoom meeting capability exists (could be a church willing to let us use equipment they have set up to broadcast services or a AA Service Center that has gone high tech or other?) Need service people trained to use equipment, need to pay for the use of equipment (7th Tradition). Can become a BIG hybrid meeting joining with other meetings anywhere in the world at will.

5. Experimentation: It is not necessary to know at the start where your meeting will end up. This is a try it and learn situation. This is also not meant to be a guilt trip. Expressing your views honestly and openly in the group conscience helps the process work best. There is NO one right way. Honesty - Openness - Willingness is all that is asked of us. The situation is likely to be fluid. We do what we can when we can.

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Hybrid Meeting Ideas

(Ideas I have gathered, NO endorsement implied!)

PLEASE SHARE WHAT IS WORKING AND WHAT IS NOT WORKING AT YOUR MEETINGS!

And please call or email if I can be of service -






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IDEA	PROS	CONS	NOTES
<p>HYBRID with cell phones</p>	<p>Easiest way to make a meeting hybrid</p> <p>No equipment costs</p> <p>All our new zoom friends can attend via zoom and phone</p> <p>Not being able to attend in- person but you can still come that week by zoom</p> <p>Meeting never has to be cancelled for weather or room availability</p>	<p>Needs some training to avoid feedback loops</p> <p>Folks in the room can get “stuck” in their zoom screens rather than with their fellows in the room.</p>	<p>All bring cells phone but ONLY one cell phone should opt in to audio.</p> <p><i>For ANY hybrid meeting, have the zoom host be virtual, not face to face - easier to manage all the buttons and screen shares! Be sure to rotate that service in case zoom host wants to come to face-to-face</i></p>
<p>HYBRID with laptop</p>	<p>All of the above</p> <p>+</p> <p>Does not rely on the place to provide any equipment</p>	<p>Needs a personal laptop or a laptop owned by the meeting (chrome books, iPads, tablets seem to be NOT zoom-friendly)</p> <p>If Wi-Fi not available, need to use a personal cell phone hot spot</p> <p>If using Lazy Susan, requires a table in the middle the meeting to put the laptop on</p> <p>If not doing a lazy Susan, needs a table to the side or head of the room to show all in room at once</p>	<p><i>See equipment list below</i></p> <p>If using a personal laptop, a service position could be laptop backup, in case laptop person does not come. Cell phones can also be backup</p>





IDEA	PROS	CONS	NOTES
HYBRID with laptop and video OWL	Better for smaller meetings (6-12?)	<p>Same cons as above</p> <p>+</p> <p>Owls can be expensive and require either a locked cabinet to store the owl or someone willing to cart it around. Sound and video equipment can be finicky and expensive to fix</p> <p>Requires a table in the middle the meeting to put the Owl on</p> <p>Might be ineffective in larger meetings</p> <p>Do watchers on zoom get motion sickness?</p>	<i>See equipment list below</i>
HYBRID with audio visual equipment built in to the room	Great for larger groups, as the room size allows	<p>May need your own laptop to interface with equipment</p> <p>Needs a tech person to hook everything up, separate or same as zoom host but knows the audio-visual equipment of the meeting room you are using – maybe the facility's IT person.</p>	
SEPARATE face to face from zoom/phone meeting	Simplest tech solution	<p>Room may be subject to availability and occupancy-limits, hygiene requirements, etc.</p> <p>Weather may impact the ability to meet</p> <p>Some fellows may no longer be able to drive</p>	Be sure to separately register both meetings with your 12-step service bodies.
FACE TO FACE only	Great for anybody local	<p>All of the above</p> <p>+</p> <p>Folks who only come to the meeting by zoom would need to find other meetings to attend</p>	Be sure to update your meeting info with your 12-step service bodies.

Hybrid Meeting Ideas

POTENTIAL EQUIPMENT LIST

Equipment	Use	Source
Meeting Owl Pro	Rotates and automatically finds the person speaking	 <p>Meeting Owl Pro - 360-Degree, 1080p HD Smart Video Conference Camera, Microphone, and Speaker (Automatic Speaker Focus & Smart Zooming and Noise Equalizing)</p> <p>Price: \$529.00</p> <p>Brand: Owl Labs</p> <p>Model Name: Meeting Owl Pro</p> <p>Video Capture: 1080p</p> <p>Resolution: 1080p</p> <p>Connectivity: Wi-Fi</p> <p>Video Capture: Owl Intelligence System™ with auto-focus and Smart Zooming functionality</p> <p>About this item</p> <ul style="list-style-type: none"> BETTER COLLABORATION: The Meeting Owl Pro captures 360° video in 1080p HD and 360° audio up to 18" (5 ft) and automatically focuses on whoever is speaking to foster active collaboration and increased participation. Optimize your Meeting Owl Pro using Owl Connect to support over 100+ conference rooms and classrooms. PLUG-AND-PLAY SIMPLICITY: Display flat and easy meeting setup with the Meeting Owl Pro. Simply plug in the power and USB.
Webcam	Enhanced video and sound	  <p>1080P Web-Cameras, HD Webcam with Microphone & Privacy Cover, NexGo M80-USB Computer Camera, 110-degree Wide Angle, Plug and Play, For Zoom, Skype, Teams, Conferencing and Video Calling</p> <p>Price: \$44.99</p> <p>Brand: NexGo</p> <p>Video Capture: 1080P</p> <p>Resolution: 1080P</p> <p>Connectivity: USB</p> <p>Video Capture: 1080P</p>
Speaker and Mic	Enhanced sound	  <p>Philips BT2500B/57 Wireless Portable Speaker</p> <p>Price: \$26.38</p> <p>Brand: PHILIPS</p> <p>Speaker Type: Outdoor</p> <p>Special Feature: Built-in microphone</p> <p>Connectivity: Wireless, Bluetooth</p> <p>Color: Black</p> <p>About this item</p> <ul style="list-style-type: none"> Active-Listening Function for clear, distortion-free music. Wireless music streaming via Bluetooth. Built-in microphone for hands-free phone call.

Hybrid Meeting Ideas

<p>Lazy Susan</p>	<p>Allows laptop to spin to each person as they share May allow folks to opt of being on camera <i>Spin slowly to avoid motion sickness for those on zoom</i></p>	 <p>Copper Non-Skid Pantry Cabinet Lazy Susan Turntable, 12-Inch, White/Yellow</p> <p>Price: \$23.00</p> <p>Color: White/Yellow</p> <p>Material: Nylon</p> <p>Finish: White/Yellow</p> <p>Height: 12 inch</p> <p>Item Weight: 2.65 Pounds</p>
<p>Laptop Stand</p>	<p>Raises up laptop webcam to see more of the room, more faces</p> 	 <p>3M Laptop Stand, Raise Screen Height to Reduce Neck Strain, Position Laptop for Use as Second Monitor or for Zoom Calls, Small Footprint, Sturdy Design, Non-Skid Base, Easy Set-up, Black (LX2550)</p> <p>Price: \$27.75</p> <p>Material: Plastic</p> <p>Color: Black</p> <p>Item Weight: 1.1 pound</p> <p>Item Dimensions: 9.4 x 7.4 x 2.9 inches</p>
<p>Power Cord and extension cord</p>	<p>Zoom drains power quickly and wall sockets may be far from table</p>	 <p>GE G-Outlet Surge Protector, 10 Ft Extension Cord, Power Strip, 800 Joules, Flat Plug, Twist-to-Close Safety Covers, UL Listed, White, 14092</p> <p>Price: \$13.15</p> <p>Color: White</p> <p>Item Weight: 2.85 lb</p> <p>Item Dimensions: 11.0 x 2.0 x 0.75 inches</p>

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Zoom Hosts Cheat Sheet

- **Recommend using a desktop or a ipad for hosting.** It is difficult to see all the control functions on an smartphone.
- **KEEP YOUR ZOOM ACCOUNT UPDATED!** Always check for updates so that you will have access to all options for meeting control and safety. The OIG Zoom Coordinator will always update the license but you will be limited by your own status. If not updated, you may not have the ability to “see” all the options.
- **Claim host** at bottom of participant list (3 dots) or on your own name (3 dots) on the participants list. A box will come up where you write the **HOST Key code**. The code originates with the license owner who scheduled this particular meeting. Please be respectful of the Host key. You are a trusted servant. Do not give the host key to another unless they are trained and willing to provide this service for the meeting. You can use this Cheat Sheet to train them.
- Make someone who is comfortable with it, **co host** so you have backup in case your internet drops. Phone callers can not co host. You assign co host by opening the 3 dots next to the person’s name on the Participant List. You will see **make co host** an option. You can make as many co hosts as you need, someone to monitor video, monitor chat, etc.
- **Audio Controls:** Many of our meetings have decided to let members mute and unmute themselves. If so, participants are asked to mute their microphone when it is time to start the meeting. HOST must mute those who forget.
- For those on a **phone**, they must press *6 (star 6) to mute or unmute. People coming in by phone literally show a phone ICON by their name. That is how you can tell at a glance if anyone is coming into the meeting that way. You can mute them just as you can video participants.
- Some of our OA meetings are using the **mute all** function during the meeting. This means in order to share (speak), read out loud, introduce oneself or ask questions, the HOST must unmute you. In these meetings, the meeting leader will call on the person to speak. The HOST will unmute them: this sends an invite to unmute to the participant which the participant must accept.
- If you use the **Mute All** function at the start of the meeting, the HOST must go to the security shield on the toolbar to allow participants to later unmute themselves. It is also possible to release the **Mute All** with the 3 dots at the bottom of the Participant List.
- Most of our meetings start early to set up and welcome everyone. This is parking lot time. Folks are unmuted and many speak at once.
- **Video Feed:** Host must keep the video on **gallery** view (option under **VIEW** in

upper right of the screen) to see all the videos. Toggle between screens if the meeting is large so you are keeping an eye on all the video feeds. Unintended “exposure” can happen anytime! Participants are asked to turn off the video if they are moving around, someone enters the room, or they are eating. If the HOST observes distracting images, turn off their video. You can turn off the video on the 3 dots on the participant list or on their video feed. Keep your cursor on their name box as you *need to invite* them to restart their video (they will turn it on when they are ready) or note their name before hand so you can go to it on the participant's list and send a request to turn video back on so they can come back when they are settled.

- **Video order on the screen:** so long as no hands are raised and your own self view is on, you can rearrange the order of the videos on the gallery screen. I move the meeting leader, the hosts and the timer up to the top line. I hide all profile pictures and eliminate all non video boxes. This makes it easier to monitor the videos. If a person turns on their video, they pop back up on the screen. The whole meeting has to use the video order imposed by the host.
- **Raise Hand:** The Yellow Hands form a line or cue so the meeting leader can know in what order to call on people. Now that the hosts and co hosts can raise their hand (find the option in the reaction button on the main toolbar) they will always go first in the cue. If the meeting leader is coming in by phone, they may need the host to announce who is next as they can not easily see the Participant List. Persons with their Yellow hand up will show up on the top of the video gallery. If folks keep their hand up while they share they stay up top. Once they are done sharing they can lower their hand and drop off the top bar.
- **LOWER Hands:** participants raise their hands to volunteer to read, share, for announcements, etc. HOST should lower their hand once they are done so they drop out of the cue (or line). That way the meeting leader knows the yellow hand on top is next. Hosts can lower all with an option on their participant tab. You will also see a tally of how many hands are raised. You can use this function for votes if your meeting needs that in a group conscience.
- **Rename:** I wait a while to see if folks are going to rename. Some do easily, some never do. HOST gradually rename everyone with first name and last initial. Before the meeting starts, ask phone in folks for a name to rename them so we can use their names when called on. You can also rename them as you hear their name during the meeting.
- **CHAT:** You (or assign your co host) will have to watch the chat so it doesn't become too personal or talky. You can also change the “rules” for chat if your group is too chatty. **Open the three dots to see your options.** Ask folks to refrain from cross talk and just use the CHAT to leave contact info for the We Care List. Announce that members can opt to save chat if they want to keep contact information. Save by opening the 3 dots in the bottom of the chat prior to ending the meeting and opt to **save chat**. Chat only shows to the persons

present when the chat was posted. Latecomers can NOT see earlier posts.

- **Changes to the Chat box function** can be made by the HOST by clicking on the 3 dots at the bottom of the Chat box to set it to (1) no chat at all, (2) host and participants, or (3) host only.
- **Disruptors:** If you get someone who is disrupting a meeting, click on their name on the participant tab and choose: **send to waiting room**. This will place the disruptor in the waiting room. The status of the waiting room will now appear at the top of your participant box. Multiple persons in the waiting room are seeing a white blank zoom screen, not each other. If a member arrives late to the meeting, they too will go into the waiting room. You will see them there and you can admit them while keeping the disruptor out (all by his lonesome). PLEASE do NOT use remove unless it is a nonmember.
- Another more serious option to stop zoom bombing, especially if you get hit by multiple bombers, is to go to the security shield on the master tool bar at the bottom of your screen. Use “**FREEZE all screen activity**”. Then you can review the video to determine who was adding the disruptive material. Select their name(s) on the participant tab and choose **remove** if they are a NON members deliberately disturbing the meeting. If they are a member who is acting out, you can choose instead to put them in a **waiting room**. Be deliberate as you click around to never click on something you do not fully intend to!
- To “unsuspend” a meeting you suspended, you must go back and enable all the functions from the security button on the toolbar. This includes unmute, allow video chat, etc. You can unmute and let everyone know all is well and please “come back”.
- *Advanced Stuff:* **Breakout rooms:** if your meeting has newcomers or folks who need extra help with zoom you can put them with a member who can help them in a breakout room. Set the breakout room as “participants can leave at will”. Then the member and the person who needed help come back to the meeting when they are through. Practice setting up a breakout room before you need it.
- **HOST ends the meeting!! If you leave as host, you have ended the whole meeting for everyone. IF YOU NEED TO LEAVE THE MEETING, YOU NEED TO MAKE SOMEONE ELSE HOST.** You do this the same way you make co hosts.

There are good tutorials on all these skills on zoom.

7/24/21