

Hybrid Meetings: Tips & Suggestions Hybrid Meetings

1. Make sure your meeting space is configured with strong Wi-Fi capabilities.
2. Use at least two Wi-Fi capable devices in the room (laptops seem to work best).
3. Combining Zoom with the live meeting doesn't work as well with phones or iPads.
4. It might work to have only one laptop in the room which is operated by the HOST. Then that laptop connected to a camera at the podium,
5. Both devices will log into the meeting using via Zoom.
6. One laptop will be located at the podium (the **PODIUM LAPTOP**).
7. The **PODIUM LAPTOP** will be logged in as a "participant" to the Zoom meeting (not the host of the meeting with meeting controls).
8. The **PODIUM LAPTOP** will use its camera and built-in microphone to pick of the video and audio of the speaker at the podium.
9. For larger spaces, you will want a separate microphone for the PA in the meeting room.
10. The **PODIUM LAPTOP** will also have a "video out" cable attaching the laptop to a projector or video display in the room.
11. That video display will be for the benefit of in-person meeting attendees.
12. The second laptop (the **HOST LAPTOP**) will be located at the back of the room.

13. That laptop will be the “HOST” of the videoconference session.
14. The person operating the **HOST LAPTOP** is responsible for monitoring participants who fail to mute their own microphone and for other Zoom controls.
15. The **HOST LAPTOP** should be placed as far from the PODIUM LAPTOP as possible in order to avoid a feedback loop.
16. Speaker volume on the **HOST LAPTOP** should be kept off in order to minimize feedback (or have that laptop audio out go to headphones).
17. The operator of the **HOST LAPTOP** will “share screen” within the videoconference, which will also result in the **PODIUM LAPTOP** having the screen share displayed on the screen at the front of the room.
18. The person operating the **HOST LAPTOP** is responsible for monitoring the CHAT in the videoconference
19. Build in time before your first Hybrid meeting to test the system to make sure it works well and you are comfortable running the hardware and software.

Cleaning the meeting space

Before the meeting:

- Assess whether facility is clean for meeting to take place, if not have spiritual sanitizers clean
- Instead of shaking hands, a greeter can welcome attendee while putting a dollop of hand sanitizer in their hand.

After the meeting:

- Make sure any garbage generated in the meeting is taken out of the facility.
- All touch-surfaces cleaned including chairs, tables, podium and all touch-points in all rooms including kitchen and washroom(s).
- Have sanitization products ready and available (bucket and rags, wipes and disinfectant spray and gloves if necessary)

Social Distancing

- Traffic coordination of people entering meeting, ensuring social distancing principles are practiced
- Signage about social distancing expectations
- Include a reminder in the greeter blurb about social distancing
- Greeters greet with hand sanitizer, and do not shake hands, but greet with a nod / blink and reminder about social distancing.
- Set up of the meeting should have chairs spaced out.
- Tape X's on the floor 6 feet apart.

COVID-19 in your meeting space

What to do if attendee(s) of your meeting develop covid-related symptoms or tests positive for Covid-19?

- The ill attendee(s) should contact the designated group contact immediately
- The ill attendee(s) should share with the Health Department the contact details for the Group's Contact.

- Possible Secretary's Announcement: *Should the Health Unit notify us of a positive test, our Secretary will notify all attendees based on the contact tracing list. Our Secretary will keep the members informed of all communication from the Health Unit.*
- Anticipate that the Department of Health will call group contact and ask for list of members who were in attendance at the meeting in question.
- The Group Liaison to the facility should contact the facility regarding the possible positive exposure in the meeting space.
- Group Contact should call members who attended meeting in question and notify them that an individual at the meeting has become ill; contact can also let these members know the Health Department might be calling.

7th Tradition

In-person meetings during Covid-19 will have new expenses to cover cleaning supplies

Suggestions:

- Offer touchless options for making contributions:
Examples: Venmo and paypal options
- Accept Cash: place a basket at the door,
- no passing the basket in the meeting

Chips, Anniversaries, Birthdays

While these traditions have great importance in our meetings, modifications may be required to maintain social distancing.

- Do not overcrowd the meeting space
- Chips could be put on a table where people can pick them up
- Sanitize hands just prior to giving out a chip
- Individual packaging of chips

Literature

Suggestions:

- Create newcomer packages that are stored, clean and handed out when needed
- Do not set up literature table, instead have signage for oa.org or local Intergroup website for access to pamphlets online.
- Allow literature to be sold, but not on display.
- Have a literature table supervised by group member wearing gloves
- Have supply of sanitizer at the table
- Request that items not be picked up unless purchasing
- Clear plastic sheet can be put over the literature and if someone wants to inquire about any of the literature it can be viewed wearing gloves or after sanitizing hands.

Literature used in the meeting:

- Consider a BYOB policy - "Bring Your Own Book"
- Read the literature from electronic devices

Risky Meeting Routines

- Holding Hands
- Shaking hands
- Passing any items that will be touched by multiple people (readings, literature, basket)
- Any paper that will be touched (i.e., readings) should be in protective sleeves that can be disinfected

Helpful Best Practices

Ideally the meeting would have both a CHAIR PERSON and a separate VIRTUAL MEETING HOST.

- 1. In your group conscience, decide how you adapt the meeting format for both in-person and virtual sharing.**
- 2. Do a practice run to ensure everything is set up correctly before each meeting.**
- 3. Set up the laptop, camera, speakers and microphone in a stationary place where everybody at the in-person meeting can see, hear, and be heard while practicing social distancing.**
- 4. Avoid a situation where attendees will be passing around a microphone, or sitting close together.**

Designate an ONLINE ZOOM HOST to facilitate the online portion of meeting

look out for zoom bombers,

attend to any technical issues,

mute virtual participants when someone at the in-person meeting is sharing,

inform the meeting chair when someone at the virtual meeting wants to share.