

## Setting up a

# HYBRID

## Seminar

Hybrid seminars have a mix of live and virtual participants as well as a virtual seminar facilitator.



### Equipment Requirements

- Have one microphone in the room that works for all (a teleconferencing device - microphone and loudspeaker, logged in as a user seems to do this job well) - everyone needs to mute their laptop .
- Have a camera linked in to this - more than one if you can - (video camera or webcam) that has a view of the whole classroom. Each participant is also logged in on their laptop - this makes it possible to see the group as a whole and individual people as they speak.
- You will need a large monitor or smart screen at the front of the classroom that is set on Zoom to display 'Speaker View'. This way the course facilitator has a strong 'virtual presence' in the room.

And, if you've got the budget and resources, consider upgrading your setup as follows:

- Bring in extra screens (big ones)
- Have a WiFi booster on hand if internet connection is likely to pose problems
- Equip your meeting space with high-quality speakers and microphones
- Invest in high-res webcams (you might even consider **AI webcams** which can track and zoom in on whoever is speaking)

### Set up the seminar room for success

