# (Basic) Set up of location for small hybrid* event

*event with ca 20-30 participants in-person (f2f) and online.

HOST / PRESENTER(S)
Laptop settings:
- connected to online meeting.
- connected to beamer in the Room.
- shows power point in the online meeting, and online meeting screen is showing the ppt in full screen (because that is shown in beanmer-screen in the room).
- Pointer connected (to change slides, for presenters).
- Microphone closed.
- Camera closed.
- Speakers closed.
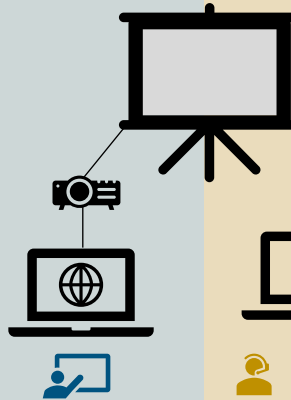
ORGANISER
The meeting organiser has an own laptop to manage all settings of the meeting. The mic and camera are connected to this laptop (instead of the presenters' laptop) that way it can be easily controlled without disrupting the stage and laptop connected to the room's screen.

Laptop settings:
- Connected to online meeting.
- Camera open (to show presenter)
- Mic open (close to the presenter)
- Headset connected (but only to control that audio is ok)

Responsibilities at the event:
- Checks that audio, power points and video feeds work fine.
- In charge of uploading, opening and closing power points (in the presenters' laptop! Not on its own otherwise when showing powerpoints it's difficult to access other settings.
- In charge of recording the online meeting.

When planning or hosting a blended meeting, please consider:

- You will need at least 1 hour to start setting up the room.
- In the invitation, ask people who will attend online to join at least 10 minutes before the event starts, and include "how to join", e.g. "*to join the meeting online, click on the link, and if you don't have a) X program installed, open the link with your browser (except Firefox); or b) if you can't download this program open the link and then click on "join from web browser*".
- Remind presenters in the room to stay close to the microphone and camera that are connected to the presenter's laptop.
- If the event is recorded, the modetator or facilitator should inform participants' that the event is being recorded (GDPR requirement).
- If there will be group work, the easiest option is to treat online participants as one of the groups and appoint someone in the room to join them to report back. If several online groups will be created, then plan those parallel calls in advance or use Zoom as a Platform with breakout rooms.
- IMPORTANT for HELVETAS Staff: for large or external events, we recommend contacting LNI or ITS for support.

Chat moderator:

This person joins from her/his computer (ideally also sitting in the same room, with a headset connected or laptop speakers & microphone closed) to moderate the chat. This person is ideally someone with knowledge of the topic(s) being presented.

Tasks are:
- Welcome people online and explain that she/he will be the chat moderator, that people are welcome to post comments/questions in the chat and she/he will bring them up during Q&A.
- Acknowledging people's comments or questions if there are, and answer if she/he knows the answers.
- Re-write messages in case people online couldn't hear.
- Cluster the messages or questions and bring them up during Q&A (e.g. "we had a question from X about X" or "there were a few comments/questions about X…")