

Hybrid First Monday Meeting - Guidelines

Introduction

This guide provides the set up for running a hybrid hall - Zoom First Monday Meeting.

Roles

There are other roles required for our First Monday Meetings, but this guide describes the roles:

- **Meeting Organiser** (who may also have one of the roles during the meeting): plans the meeting.
- **Meeting Host** (master of ceremonies): Manages the actual meeting and ensures other roles know what needs to happen next.
- **Zoom Host**: initiating the Zoom meeting, managing zoom participation and Zoom controls.
- **Presentation manager**: Operating the presentation Laptop; sharing the presentation and/or camera view with zoom.
- **Audio Mixer**: setting up and managing audio for hall and Zoom.
- **Cameraman**: managing the positioning and zoom of camera throughout the meeting.

Preparation for the Meeting

Before every First Monday Meeting, the Meeting Organiser should set out the running plan for the meeting showing who is talking and presenting from where. This is an example:

Session	who is speaking?	Where is the speaker?	Presentation	Hall attendee participation?	Zoom attendee participation?
Pre-meeting	No one		Rolling slide show from hall laptop		No
Welcome and announcements	Meeting Host	In hall	slide show from hall laptop	No	No
Guest speaker	Guest Speaker	Remote via Zoom	from Guest speaker sharing on Zoom	Questions	Questions
Meeting closing	Meeting Host	in hall	no	no	no

The running plan should be made available to all the roles listed above.

Briefing for external Speakers

For speakers in the hall, explain:

- There will be an audience on Zoom.
- They will see the slides and hear the talk.
- The Zoom audience will not hear questions from the hall, and so the speaker should repeat questions (or anything pertinent) into the microphone before answering.
- If we are taking questions from the Zoom audience, how that will be managed.

For speakers remote on Zoom, explain:

- There is an audience in the hall as well as on Zoom.
- The audience in the hall will see and hear the Zoom session.
- Questions from the hall will be managed through the meeting host who has the microphone.

Equipment Required

- Inside the hall:
 - LapTop to present slides (Presentation LapTop) connected to school Wi-Fi. LT1 is suitable and has the software mentioned in the LapTop set up.
 - LT1 has a remote mouse / pointer which can be useful for presenters.
 - Microphone system(s)
 - Video Camera: a mobile phone with Iriun app, connected to wifi, on a tripod. (plus a spare phone with iriun in case of problems)
 - CD player (option to help setting the sound correctly)
 - ZED-10 mixer
 - Headphones
 - Hall projection and sound systems
 - Second zoom device (Zoom Monitor) for help in setting up and monitoring Zoom audio e.g. tablet or mobile phone with earphones. This device can also be used for communications with the Zoom Host.
- Outside the hall
 - PC to manage the Zoom meeting (Zoom Host PC)

Cable Connections

- ZED-10 mixer
 - PC: Mixer USB to PC USB (don't plug anything into mixer playback in. this interrupts the USB connection)
 - Microphone system:
 - Microphone 1 to mixer M1 connection (Note which mike is connected to which input)
 - Microphone 2 to mixer M2 connection
 - CD player: into ST 1 Phono sockets (good to have this for initial sound set up)
 - Hall Sound system: mixer Main Mix Out XLR sockets connected to Hall System Audio input NO. 1 (XLR to phono cables)
 - Headphones: plugged into phones jack socket.
- LapTop (additional connections)
 - Hall projector: HDMI on Laptop to left hand box of Hall projection and sound system (see photos)

Presentation Manager - Presentation LapTop

- Use LT1
- Which will have loaded:
 - Zoom
 - PowerPoint
 - Iriun Webcam for windows
 - Screen background should be dorchester u3a picture

- Tape over the laptop camera to stop the laptop user being seen inadvertently when switching cameras.

Setup

- Connect to WI-FI and check internet connection
- Pause updates to prevent laptop slowing down during meeting: In Settings / Update and Security / Windows Update - Select pause updates for 7 days.
- Setup Laptop with extended screen - positioned logically (control panel/display/change display settings)
- Start PowerPoint
 - start with all presentations loaded
 - setup EACH presentation with setup slide show
 - Presented by a speaker (full screen)
 - Multiple monitors to projector (HDMI monitor?)
 - Set up the remote presentation mouse so that the presenter can advance slides
 - Inside the battery case of the mouse, there is a little USB plug which goes into the laptop. Switch the mouse on & off by holding in the button on the side - about 3 seconds. The central button surround lights up green. Press the lock button the side and the surround turns red. In this mode, the mouse function is limited to moving the presentation forward or backwards by clicking left and right arrows. Other, potentially disruptive, functions are disabled.
- start Iriun and validate connection to camera (phone)
- Start Zoom
 - Start Zoom and join meeting
 - Check Settings:
 - Select HD video
 - Select original ratio under camera.
 - Select external camera (Iriun)
 - Select external microphone (from mixer - not "Microphone (Realtek® Audio)" which is the laptop microphone)
 - (u3a tech page suggests: When an Audio Mixer is used, the bottom tick box option "Show in-meeting option to enable "Original Sound"" should be ticked so as not to amend the digital audio input from the mixer."

Meeting Operation

Do not change audio settings - these are managed by the sound mixer.

For Zoom to see Slides on screen plus small camera view:

- Start slideshow in PowerPoint
- In Zoom
 - Share screen / basic / share screen 2 (check this is the projection screen)
- On the main hall screen, zoom controls at the top
 - select more and hide zoom controls

For Zoom to see Camera as main picture:

- In Zoom
 - Share screen / advanced / external camera
 - May need to switch camera to get the Iriun camera (icon top left)

For the Hall to see Zoom Presenter

- In Windows
 - clean up the screen before projecting
 - hide desktop icons: right click screen/select “view”/uncheck “show desktop icons”
 - hide taskbar: right click empty spot on taskbar / select taskbar settings / toggle on the “automatically hide the taskbar in desktop mode”
 - Select Settings / display / multiple monitors - duplicate
- In Zoom
 - Select full screen and Speaker View

Cameraman - Camera

- Use a iPhone or Android Phone with good camera
- Should have the Iriun app loaded

Set up

- When Presentation Laptop is ready, start Iriun and check the picture is showing on the laptop
- Don't use Iriun audio - just the video.

Meeting Operation

Throughout the meeting, the camera view will be available to Zoom participants, so the camera should be directed at the most appropriate area of interest.

Audio Mixer - ZED-10 Mixer

(And tablet for monitoring Zoom)

Set up

(This pre-sets to “mix-minus” to avoid audio feedback)

- Check and restore setup of filters and unused systems.
 - All blue and black controls centralised.
- Set all the input channel outputs down as a start point
 - M1 to M4 and ST1 and ST2 grey FX and AUX controls fully anti-clockwise
 - M1 to M4 and ST1 and ST2 red LEVEL controls fully anti-clockwise.
- Select Aux-FX for the USB output and make sure Record Bus is unselected.
- Join Zoom meeting on tablet (for monitoring) and mute and turn down volume.

Levels

- Turn down the music level on the hall input panel as a start point.
- Set the CD player audio level
 - Start the CD player
 - Press listen button on ST1 (all listen buttons should be up)
 - Set the headphones level to midpoint
 - Turn up ST1 GAIN level (top red) to reasonable sound level (listening on headphones)
 - release listen button on ST1
- Set the main mix out level

- ensure all PHONES SELECT buttons are up to monitor the main mix out
- increase ST1 LEVEL and MAIN MIX LEVEL to reasonable sound
- Set the Hall sound level
 - Turn up the music level on the hall input panel to allow comfortable hearing.
 - If you don't want music in the hall at this point turn MAIN MIX LEVEL back down
- Set the Zoom input level
 - Connect Zoom Monitor device (iPad?) to Zoom Meeting
 - Check Presentation Laptop is ready with Zoom connection
 - Check Zoom Host is ready for audio check
 - Press PHONES SELECT Aux button (connects headphones to Aux/USB out)
 - Turn up ST1 AUX and AUX MIX LEVEL to reasonable sound (listening to headphones)
 - Change to listening to Zoom Monitor to check Zoom is receiving a good audio signal.
 - Release PHONES SELECT Aux button (headphones back to main mix)
- Set Zoom output to hall levels
 - Ask Zoom host to play music on pc: in Zoom: share screen / advanced / share music or Computer Sound only
 - Make sure ST2 Aux is turned all the way down
 - Listen to sound level on Zoom Monitor device
 - Listen to Aux on mixer and set ST2 input level
 - Set ST2 LEVEL as appropriate for hall (can then turn back down until needed)
- Set the microphone levels
 - Turn down ST1 LEVEL (and any others)
 - press listen on M1 (or M2 as appropriate) to hear input on headphones
 - Ask for microphone check - turn up M1 GAIN to reasonable level
 - Release listen on M1
 - Ask for microphone check - turn up M1 LEVEL to reasonable level
 - Turn up the music level on the hall input panel
 - Ask for microphone check and set sound level for hall
 - Select PHONES SELECT Aux button, ask for for microphone check and adjust M1 AUX level to give good sound level for Zoom.
 - Check Zoom Host is ready for audio check
 - ask for microphone check and listen to Zoom monitor to check Zoom is receiving a good audio signal. Adjust M1 AUX (and AUX MIX if necessary) level as required.
 - Set up second microphone.
 - Leave the levels set and switch off microphones.
- Set Zoom to hall speakers level
 - make sure ST2 AUX is turned down
 - select Listen on ST2
 - ask Zoom Host for sound check and turn up ST2 GAIN to reasonable sound level
 - release all PHONES SELECT buttons and listen to headphones
 - Ask Zoom Host for sound check and turn up ST2 LEVEL to reasonable sound level
 - Assuming MAIN MIX LEVEL and hall music levels have been set up, this should Zoom audio should be at right level for the hall.

Meeting Operation

For Zoom to be isolated from hall audio:

- Turn AUX MIX LEVEL all the way down

For hall audio to go to Zoom:

- Ensure that ST2 LEVEL is turned right down
- Turn AUX MIX LEVEL up while listening to AUX
- Monitor Zoom from Zoom Monitor device (iPad?)

For Zoom audio to go to Hall (one way)

- Ensure that M1 & M2 LEVELS are turned right down or turn off microphones
- Turn AUX MIX LEVEL down
- Turn ST2 LEVEL up
- Listen to hall speakers and Monitor Zoom.

For Hall - Zoom interaction

- Ensure ST2 AUX is turned right down
- Turn up M1, M2, ST2 LEVELS up
- MAIN MIX & AUX MIX should be up

Zoom Host - Zoom Host PC

Before the day of the meeting

- Log into Zoom. In settings, under “co-host”, click “allow” (so that the speaker can jointly run the meeting). This only needs to be done once – not for every meeting.
- Generate a Zoom code by going to “schedule a meeting”
- Include the date and title in the meeting description (e.g. u3a February FMM talk on 7th February - 'Terrorism and how to prevent it' by Alan Jenkins).
- Schedule the meeting to start at 10am. Have the meeting time for 2 hours.
- In the settings have a “waiting room” and turn the video on for both the host and the participant. Select “computer audio” for the audio setting.
- In options, allow “participants to join at any time”
- When you are happy with the meeting details click “save”. Copy and paste the link and send to the Membership Secretary to circulate to u3a members. If you need to edit the details, you can go back in to Zoom to do this (e.g. if you needed to alter the timer or date of name of speaker).
- Encourage the Membership Secretary to remind the members about the FMM/Zoom meeting the weekend prior to the FMM – by resending the Zoom link.

On the day of the meeting

- Log into Zoom and start the meeting at 9.45am (or earlier if colleagues need it) so that sound checks can be made with colleagues at the venue.
- Use the chat facility to communicate with colleagues at the venue - to check everything is working. Alternatively, use music to test sound levels (firstly the Hall plays music for the Zoom host to check and then the Zoom host also plays music for the hall to check).
- Check that the speaker (if only Zoom) can be heard in the hall and with the Zoomers.
- At 10.15am, start to let members into the meeting. Write down their names, in order to produce a register. Mute them as they enter.
- Encourage members whose name isn't clear (e.g. Fred's iPad) to amend their user name.
- When the talk is about to start, ensure everyone is muted – except the speaker so that there are no distractions (phone calls, coughing etc).
- When the talk starts, spotlight the speaker, so that members can see the speaker talking.

- Check the waiting room every so often – to allow late members to join. Mute them as they enter the Zoom room.

At the end of the meeting

- Encourage people to ask the speaker questions by using the chat system – they can send their questions to the Zoom host. The Zoom host will then relay the questions to the speaker at the end of the meeting.
- Try to get some feedback from the Zoom audience – to improve future Zoom talks.