

U3a ALTERNATIVE WAYS OF MEETING

based upon

LONDON REGION u3as SHARED PRACTICE GUIDE 013

Revision 05

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1 Introduction

This guidance document started out as a Shared Practice Guide (SPG) which is a vehicle to share knowledge between u3as, and was initially developed in the London u3as area. Various SPGs were created by collating knowledge and experiences from London u3as. What we have produced is only a guide – what worked for one u3a might not work for your u3a. If in your experience something is wrong or you disagree with something, please write in to allow an update to be created and published. It's hoped this guidance will grow over time with more shared experiences.

The guidance, especially describing the setup for large Monthly Meetings, is certainly not for those who have no previous experience of setting up the technical aspects of online or physical meetings.

We want to be clear that setting up and running “Hybrid” meetings is very challenging, even for “techies”, and for the “lay” person it will require learning, researching and attempting to understand some of the technicalities in order to know how to deliver a successful meeting. It is naïve to expect that everything will be perfect or work out first time, especially the more complex the setup becomes as the physical meeting room sizes increase in size.

2 Scope

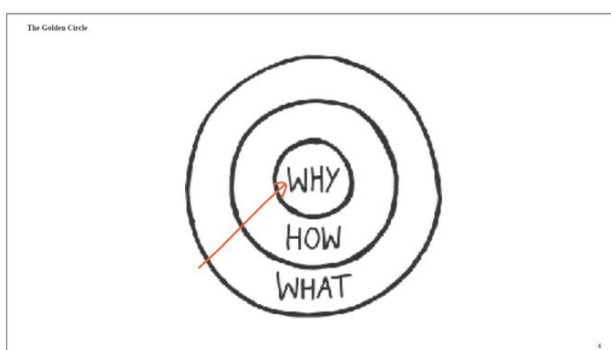
This particular Guidance addresses the return to u3a meetings that we can start to envisage. Namely, as we have come out of restrictions due to Covid-19, we can start to have physical meetings again. However not all u3as are going to return immediately to how things were previously for holding meetings (be they large or small). We can envisage an evolving transition period where we have a mix of people meeting physically and for the same meeting some being online. We are calling these ‘Hybrid’ or Alternative meetings. Sometimes the term ‘blended’ or “webcast” is also used.

There isn't one simple scenario; there will be all forms of mixes and venues to consider. This Guidance tries to describe some of the hardware elements that can be harnessed to cover all these scenarios.

While principally written around the use of Zoom, it is expected that any of the other equivalent software conferencing programmes (eg MS Teams, Google Meet, etc) will work equivalently on most of the hardware proposed in this document (other than the specific Zoom hardware options). For the sake of simplicity, we have not covered other software for facilitating meetings such as OBS or Switcher Studio.

3 Background

Let's Start with “Why Hold Alternative or Hybrid Meetings?”



There is no 'background' in terms of what has gone before. Covid-19 has made us consider a different future and a different form of operation for many of our u3a meetings. This topic is new for all of us so we have no track record or learnings on this topic.

View this video from Maria Gabrielczyk from Ravenshead u3a reflecting on a Hybrid Monthly Meeting held in August 2021 : https://youtu.be/q9_PTRDxJu4

Why Hold Alternative or Hybrid Meetings?

1. Some members are confident about attending "face to face" meetings post-lockdown restrictions, and will willingly attend
2. Some members are understandably nervous about attending "face to face" meetings whilst Covid-19 is still circulating and will stay away
3. Some people prefer to attend Zoom Meetings and not to travel
4. Some members have difficulty attending the venue for a physical meeting or are isolating
5. Some people may be in remote locations, on holiday or abroad, and still want to connect to their u3a

The "HOW" can be relatively simple, or more complex according to "WHAT" you are looking to achieve and the resources you have available. This document will attempt to guide you through workable options.

4 What Does Your u3a Need?

The 1st question that is invariably asked is "Isn't this going to be expensive?"

Yes it could be, dependent on a number of factors, so initially we have to ask questions about what happened pre-Covid and what did the venue(s) and your own u3a have available by way of resources back then.

Some venues, particularly churches, moved over to livestream services online during the pandemic, so they may now have a lot of the setup items needed to run an Alternative or Hybrid meeting which wasn't available pre-Covid.

4.1 U3a Meetings Vary

Different Types of Meetings

Indoor / Outdoor
Small / Medium / Large
Different Venues

Different Purposes of Meetings

Meetings for Fun
Meetings to Learn
Formal Transactional Meetings

Common Aim – Learn, Laugh, Live

4.2 Terminology

Mixed Modes (Blended)

This is where part of the meeting is held simultaneously on Zoom with those in a room, but they then break out separately in-person/online, or even have a series of meetings, maybe a virtual meeting, followed by a physical meeting, then come together at a later date either virtually or physically.

Webcasting

A webcast is a (live) online broadcast of the audio and video feed from your physical meeting or event. A webcast is different from a webinar or online seminar in that a webinar is 100% online, whereas a webcast is the online broadcasting of an existing physical event. The difference between webcasting and a full Hybrid broadcast to Zoom is that there is no interactivity between the people on Zoom and the participants in the room, the Zoomers purely see what is being shared in the room.

How Webcasting Works

When hosting a webcast using Zoom, it is pretty much the same process as hosting other online Zoom meetings. The host invites attendees to the presentation using the email invite available through Zoom. Once the physical meeting starts, the Presenter can talk to both the Room & Zoom attendees using a microphone linked to the laptop, either directly, or through a roving microphone connected to an audio mixer, which then links the analogue audio feed through a USB soundcard connector to the laptop as a digital signal, and can be combined with visual streaming images of the speaker & event from smartphones used as webcams.

An added benefit of Zoom meetings is the ability to use the screen sharing tool to allow all of the attendees, both physically & virtually, the ability to see the presenter's screen. This makes it particularly easy to show PowerPoint presentations, videos, or other details to everyone participating.

Co-located – linked meetings within the same venue

If room capacity is an issue in a physical location, then a virtual Hybrid setup can link two or more rooms of people at the same time in the same venue, with two-way dialogue.

Synchronous / Asynchronous Communication

Synchronous meetings happen at the same time, either in the same place or simultaneously in person & online

Asynchronous meetings can happen when a meeting takes place at a point in time and is recorded, (very easy with Zoom) and then the recording is played subsequently in a separate meeting at a different time or place to discuss the same topic.

4.3 Your choice of Venue – does it already have the majority of what you need?

Revisit your options before deciding on the venue you intend to use. In some small towns and villages there are often few alternative venues to the one you have traditionally used. In larger towns & cities there is often a choice, so find out if they have a setup closer to your revised needs, even if it works out to be marginally more expensive.

Large LCD High Definition TV Screens are replacing traditional projectors & screens at many venues. They may be fixed or even movable between rooms. Invariably they have both Visual & Sound connectivity by an HDMI cable from your laptop.

4.4 Have you taken an inventory of your existing AV equipment and other resources?

Start from where you are and what you have available. Clearly you don't want to spend more than you need to in order to "Go Hybrid", especially if you don't know what the demand for such meetings might be in the future.

Most u3a's who own equipment are likely to have the visual projection side of the equation already covered, and it is the audio/sound aspect that proves to be the most challenging.

4.5 Have you looked at what additional equipment you might need to operate a Hybrid meeting at your chosen venue(s)?

Hybrid meetings create unique challenges, from the additional equipment you might need and the expertise that needs developing to run them.

The more sophisticated the setup, the more expense is involved. Some of your existing equipment might be adequate, and can be utilised with a bit of additional technical expertise, but it may be inadequate. If that is the case, then could you consider or justify an upgrade of your setup to a higher level of sophistication/specification anyway?

4.6 What size of meeting will you be hosting?

We will come to this in Section 6, but what are you wanting to achieve and what is the size of your intended room and attendance by members?

4.7 What level of financial resources does your u3a have?

This is a critical question. u3a trustees don't like to sanction additional expenditure, and often don't have the financial resources to do so. Some u3as with a low joining fee and charge extra for each activity a member takes part in, so may not have many reserves/resources to invest in equipment.

In our equipment recommendations in Appendix 2 and in our guidance wherever possible we will categorise setups according to the following factors :-

- A) Low and High Confidence - to reflect the level of technical expertise in the local u3a
- B) Low and High Resources - to reflect the u3a's ability to buy new equipment.

5 Technical Considerations

5.1 Complexity & Cost

At a very basic level, a hybrid meeting could be as simple as two or three people in a small room, huddled together around a laptop, seeing the Zoom participants on the laptop screen and using the built-in laptop microphone to talk to those who have joined the Zoom call in their homes.

As the number of people in the physical meeting and the size of the room increases, so does the complexity & cost. In basic terms it is necessary to :-

1. **AMPLIFY** the sound in the room so people can hear the Zoom participants
2. **INCREASE** the displayed image size so that all the people in the room can see the Zoom participants
3. **ADD** a camera device so that those on Zoom can see all, or the majority of people, in the physical meeting
4. **INTRODUCE** a microphone in the room that can be plugged into the laptop and clearly broadcasts the sound of the person speaking in the room to the Zoom participants.
5. **AVOID** technical issues such as annoying “audio feedback” that happens when two broadcasted sound sources exist in the same room, or a microphone is taken too close to a loudspeaker

5.2 Utilising Free Software and Items/Resources you already have

1. Existing Webcams

Members of your u3a are likely to have USB webcams that can be used for small meetings where obtaining a high quality image is not deemed significant. These can be located at a distance from the controlling laptop simply by the purchase of a 5 to 20 metre long USB Active Repeater Male to Female extension cable lead, typically costing £15-30 dependent upon the length of the cable.

2. Using a Smartphone as a Webcam

Phone cameras often boast a far higher definition than webcams these days, so free software such as Iriun (<https://iriun.com>) turns them into usable mobile cameras for live streaming, transmitting their live camera image back to the laptop via the room WiFi. They can also be mounted on a cheap freestanding tripod running off their own battery, although we recommend plugging in a charging cable connected to mains power with an electrical extension cable throughout the meeting.

Other equivalent webcam software providers are available such as EpocCam, DroidCam, and Reincubate Camo. We have recommended the Iriun software as there is an option at setup to work with up to 4 smartphones as cameras. If you choose this route, make sure to select that option on installation of the software on the laptop.

See this instructional video from Toastmasters for the Iriun setup process :-
<https://youtu.be/MMkw5Irn2kc>

5.3 Overcoming the Common Technical Challenges

5.3.1 Common Hybrid Meeting Technology Mistakes

1. Don't Run Audio through Multiple Devices. Just use 1 laptop to control the meeting, and link it with 1 audio mixer for sound in/out for a large room setup. If you use a 2nd laptop to run PowerPoint & Videos through Zoom Screensharing, use another login with co-host permission, but still broadcast the video & audio from the 2nd laptop through Zoom to the controlling laptop which relays the sound & vision to the Room.
2. Don't Rely on Battery Power - attaching devices running on USB or via Wi-Fi will drain your laptop and smartphone batteries faster than you expect. Have extension leads and mains chargers & cables available to power all laptops & streaming devices.
3. Don't Assume that Everything will go to Plan - there will invariably be challenges, so don't rely on or stick with one fixed setup until it's fully proven. Learn from things that don't work out and review, change and catalogue improvements to the setup for the next time.
4. Don't Work Alone - You need a small tech team to resolve any issues as you're broadcasting live to both Zoom and the Room, and also to be able to setup and run the meeting if you're not able to be there for any reason.
5. Don't Underestimate the Setup Time - it always takes longer than you think, and in a rush to be ready it's easy to miss things or get wires crossed. Ensure that your equipment is either boxed or bagged in logical groups of items and clearly labelled for easy assembly.
6. Don't Focus Too Much on the Technology! The prime reason for using technology is to allow your Speakers to communicate and engage better with the audience, simultaneously online and in the room.
7. Don't Spend Too Much Money on equipment in the beginning - Start small with What you Have..... and then add to it in measured increments as you find out what works and what doesn't.

5.3.2 Audio Feedback in Large Meeting Settings

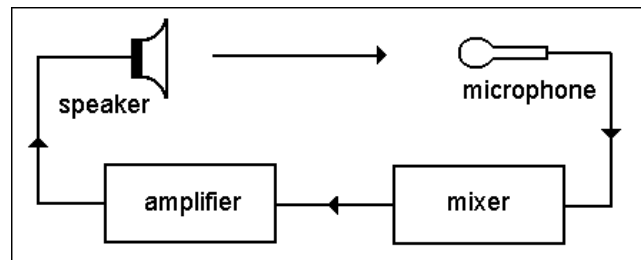
Audio feedback is the ringing noise (often described as squealing, screeching, etc) sometimes present in sound systems. It is caused by a "looped signal", that is, a signal which travels in a continuous loop.

In technical terms, feedback occurs when the gain in the signal loop reaches "unity" (0dB gain).

One of the most common feedback situations is shown in the diagram overleaf- a microphone feeds a signal into a sound system, which then amplifies and outputs the signal from a speaker, which is picked up again by the microphone.

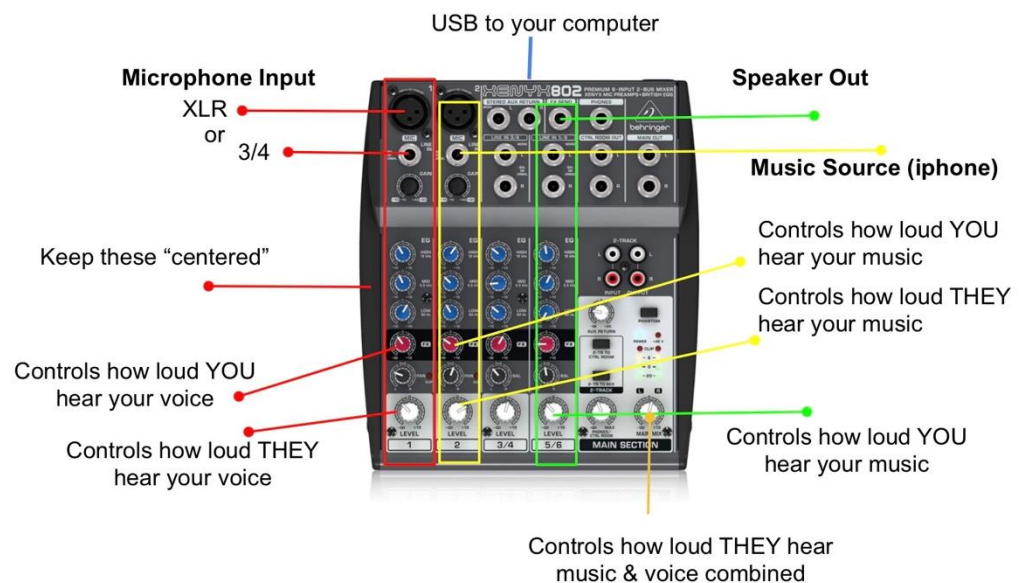
Audio Feedback can also happen when two Zoom logins and therefore two devices with both microphones & loudspeakers, such as phones or tablets, exist with the same user in the same room.

On a larger scale that also exists with multiple amplified sound sources in a meeting room, more on that later.



The problem can occur in Small/ Medium and Large Room settings as explained in this video by Toastmaster's Hybrid Meetings specialist Markus Seppälä : <https://youtu.be/7tFPAEmGijM> - it is necessary to “Disconnect Audio” on all devices that could possibly create a sound input or sound output except your main source.

To overcome the issue of “Audio Feedback” in a Large Room Meeting setup a decent quality Audio Mixer is essential. To a non-techie they may seem complicated to use with all the sockets knobs and sliders, but with a little learning obtained by watching YouTube instructional videos, the mystique around their use can quickly be dispelled.



The critical element an Audio Mixer will need to have is an “Aux Send” or “FX Send” output socket to enable a hybrid meeting setup using the “mix minus” principle to avoid “Audio Feedback”.



Speaker Out

Let us explain the technicalities of why this is important....

In order to run a Hybrid meeting in a large meeting setting, you have to “mix” the sound input from the microphone(s) within the room with the sound from the Zoom meeting participants, and then broadcast it out to both the room speakers and the Zoom meeting.

The big technical issue with that is the “audio feedback” that is generated from Zoom (you may have experienced it when one person logs in to a Zoom meeting on 2 devices) unless you have sussed out a techie process called “Mix Minus” which prevents “feedback” from the Zoom call on the combined main sound output to the room and Zoom call.

Since this is quite a technical topic, it is easier to watch an instructional video rather than create a written explanation. The best explanation we can find of the “Mix Minus” setup required using an audio mixer is on YouTube at :- <https://youtu.be/au47Ferbxfc> with written documentation at <https://thepodcastersstudio.com/how-to-setup-a-mix-minus/>

Since the video dates from 2014 it describes a setup for broadcasting with Skype, but it is the same principle for Zoom.

We will reference the following video again in Section 6, but you can see an example setup connected up in reality in this video demo by the US Minnesota District 5750 Rotarians at:- <https://youtu.be/SH0EW5v8oLQ>

The key thing to understand prior to running the show is that the mixer’s normal output to the room loudspeakers is an analogue signal. The output from the “Aux Out” or “FX Out” output socket is the one which needs to be converted to a digital signal that can be selected as an audio input source in the Audio settings on Zoom on the laptop. Selecting this digital source is done using the small up arrow on the Zoom audio control when you are running the Zoom session.

In order to bring the digital source into the laptop it will require either a “plug and play” USB sound card such as one available from Sabrent, Dynamode or Techrise, a far more expensive audio interface such as a Focusrite Scarlett Solo audio interface unit, or a higher-end specification USB audio mixer with the digital output built-in via a USB in-out cable to the laptop.

5.3.3 Wi-Fi or Data Signal

The most important thing you will need is a reasonable Wi-Fi signal.

The signal from the broadband router or hub in the home may be adequate. If you are doing this from a public place, you may find that there is a sufficiently strong public Wi-Fi signal to do this - although you may have concerns about the security of using public Wi-Fi.

If you do not have a strong enough Wi-Fi signal, instead you will need to use a mobile data connection from your phone. If you do this, you will need to check that you have sufficient capacity within your mobile phone data allowance. As a guide you may need to allow about 800 MBs per hour for the Zoom call (although we have not yet been able to test how much data a Zoom call would use, and it will probably depend on the equipment you use and other factors).

For reliability, the Wi-Fi or mobile data signal will need to be strong enough to support two-way communication on Zoom and any Wi-Fi usage of linked smartphones. Whilst broadband speeds of 10 mbps upload speed and 30 mbps download speed are ideal, the absolute minimum upload speed will need to be in excess of 4 mbps, and the minimum download speed will need to be in excess of 10 mbps.

In public venues, Wi-Fi connections to the broadband router can often be unreliable, especially if it is a public system accessible by many users on their mobile phones or with limited geographical coverage within the venue. To ensure reliability of a Zoom session, it is recommended that a hard wired connection is made between the laptop and the venue's broadband router, using a single long CAT-5 or CAT-6 ethernet cable.

With a venue wi-fi system, sometimes coverage is patchy, and blackspots exist where wi-fi coverage is non-existent. It helps to wander around the meeting room with a tablet or mobile phone and test the download/upload speeds using an app such as Ookla Speedtest, (<https://www.speedtest.net>) comparing the results to the signal close to the router/Wi-Fi source. One solution could be to utilise a Wi-Fi range extender, such as a Netgear Tri-Band Wireless Mesh Internet Booster Range Extender costing in the region of £80.

See Appendix 2 for more information on routers and wi-fi range booster/extenders.

5.3.4 HDMI Connections & Limitations

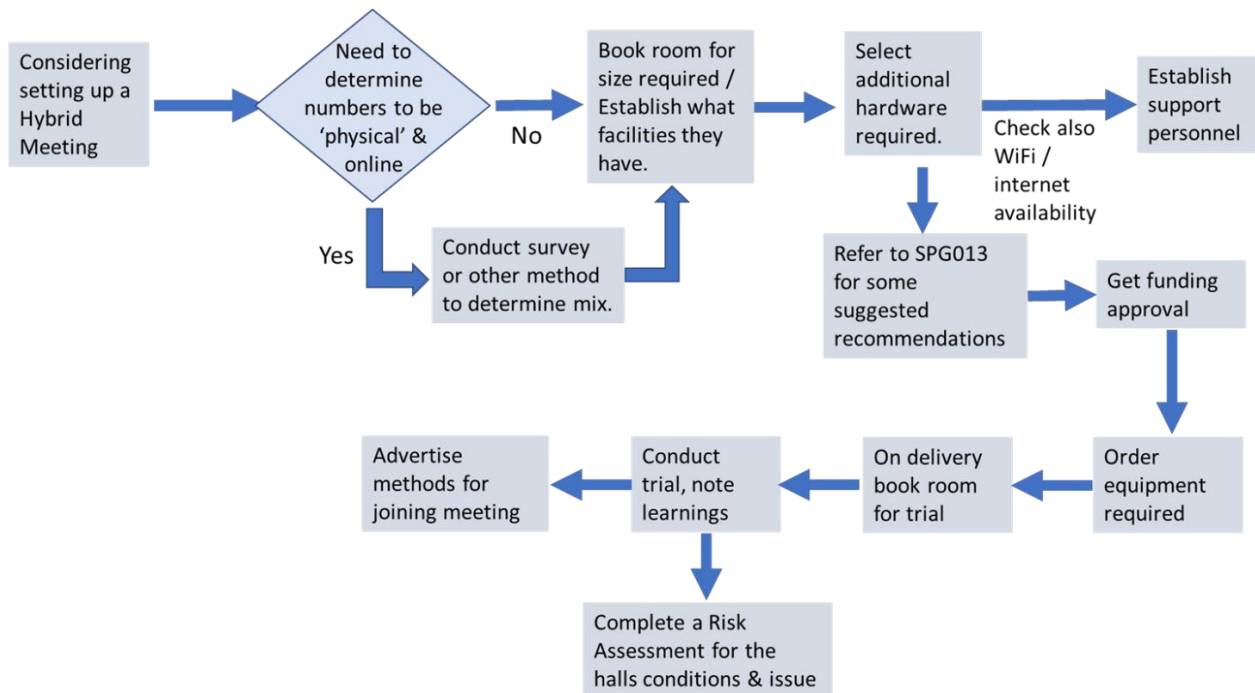
With a larger room setup, there will invariably be a large separation distance between the AV Desk position and the HDMI Projector or Large HDMI LCD TV Screen.

Once the length of HDMI cable needed exceeds 20 metres, there is the potential for a break-up in transmission, as HDMI cables have an effective maximum effective transmission length.

There are options to ensure that a reliable signal is maintained at longer distances, using 2 cables of up to 15 metres in length, and an HDMI equaliser/extender/repeater, as explained and recommended in this video: <https://youtu.be/schw4k1dx-Y>

6 Meeting Scenarios

This is a typical Decision Tree for Medium/Large Room Hybrid Meetings. Home/Small/Medium Hybrid Meetings follow a simpler path



What are we trying to Achieve with Alternative or Hybrid Meetings?

1. Webcasting using Zoom (the simple one-way transmission of the Event to Zoom attendees)
 - a. Online Participants Hear what is said online & in the Room + Presentations & Videos
 - b. Online Participants only have the ability to Speak to those online with them
 - c. Online Participants See what is happening online & in the Room
 - d. Room Participants Hear from Speakers in the Room
 - e. Room Participants & Speakers Speak in the Room and it is heard by others in the Room & Online Participants
 - f. Room Participants See the Presentations & Videos in the Room as do the Online Participants
2. Full "Hybrid" two way interactivity
 - a. Online Participants hear what is said online & in the Room
 - b. Online Participants speak to those online & in the Room
 - c. Online Participants see what is happening online & in the Room
 - d. Room Participants hear from Speakers in the Room and from Online Participants
 - e. Room Participants speak in the Room and it is heard by others in the Room & Online Participants
 - f. Room Participants see the Presentations & Videos in the Room as do the Online Participants

6 Meeting Scenarios (cont'd)

We have envisaged 4 main Meeting Scenarios :

- 6.1 Setup for Shared Home Hybrid Meetings
- 6.2 Setup for Small Room Hybrid Meetings (typically 10 room participants)
- 6.3 Setup for Medium Room Hybrid Meetings (typically 30 room participants)
- 6.4 Setup for Large Room Webcast (Monthly) Meetings or for Large Room Hybrid (Monthly) Meetings with 2 way dialogue (typically with 100 room participants)

6.1 Setup for Shared Home Hybrid Meetings

This would be in a member's house, in a small space with 2-4 people. For this scenario the most basic set up is often enough. A laptop set on the table in front of the group that are meeting physically and a Zoom meeting scheduled.

Remote members can then join the meeting as previously for Zoom meetings. The laptop's camera and microphone will be used which means there will be limitations. The sound for remote members may be difficult as the sound quality of laptop microphones varies – some are more directional which means they may not pick up all the members meeting physically.

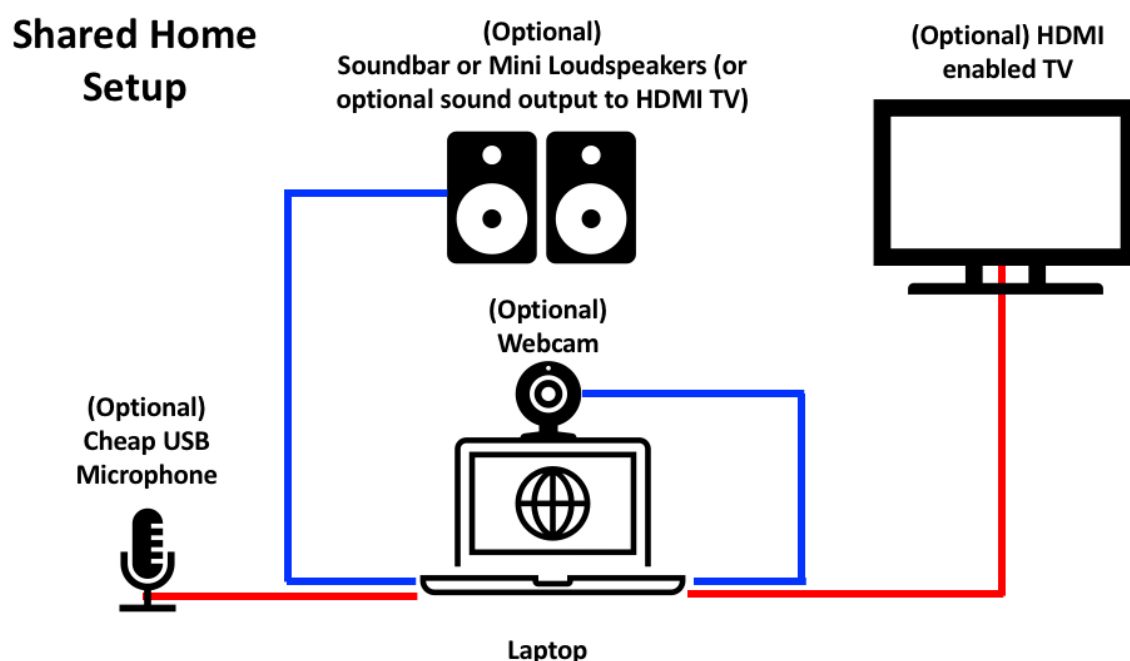
Members in the room will need to keep close to the laptop (but considering the Risk Assessment and applicable social distancing requirements). Similarly the laptop's camera will not be wide angle, it will probably not visually pick up all members. However this shortcoming might not be considered a problem or is a limitation that can be lived with. To capture a wider view of the audience, we recommend using a webcam on the laptop or a smartphone as a camera connected over Wi-Fi to the laptop by the Iriun app.

If the laptop screen is too small, an old or cheap VGA projector projecting onto a light coloured wall might be an alternative affordable solution.

If a wide screen home TV with HDMI capability is available and connected, (and the TV is selected as an audio loudspeaker output in Zoom) this will improve the visibility and sound for those in the room.

It is essential that the room has direct wired router access or a decent home wi-fi signal, and electric sockets are available for the use of extension leads if necessary.

Diagram of a typical Shared Home Hybrid Meeting



Setup for Shared Home Hybrid Meetingscont'd

Photos of a typical Home Setup



Videos of a typical Home Setup

John Butler describes a Home Hybrid setup with a Laptop, a cheap USB webcam, a cheap Cardoid lapel (Lavalier) microphone plugged into an external USB Audio adapter, and a short HDMI sound & vision cable connected to an HDMI enabled TV.

<https://youtu.be/0HaoqRXsUmE>

Reference Information and Equipment Recommendations

Refer to Appendix 2

6.2 Setup for Small Room Hybrid Meetings (e.g. 10 members):

This could be a large room in a member's house or a small Committee Room for example:

A group of up to 10 meets face to face in a large domestic or hired Committee Room.

Remote members join the meeting as previously for Zoom meetings.

The room has a long table used by the group, with limited options for a screen either on a wall or freestanding, but a small projector, or wide screen TV with HDMI is available that can take the sound output from the laptop.

If a TV with HDMI (sound & vision) is not available, then a pair of basic mini speakers could be used to give enhanced sound volume in the room, and a projector with a VGA or HDMI cable can be plugged into the laptop to show the laptop screen output on a light coloured wall or on a projection screen.

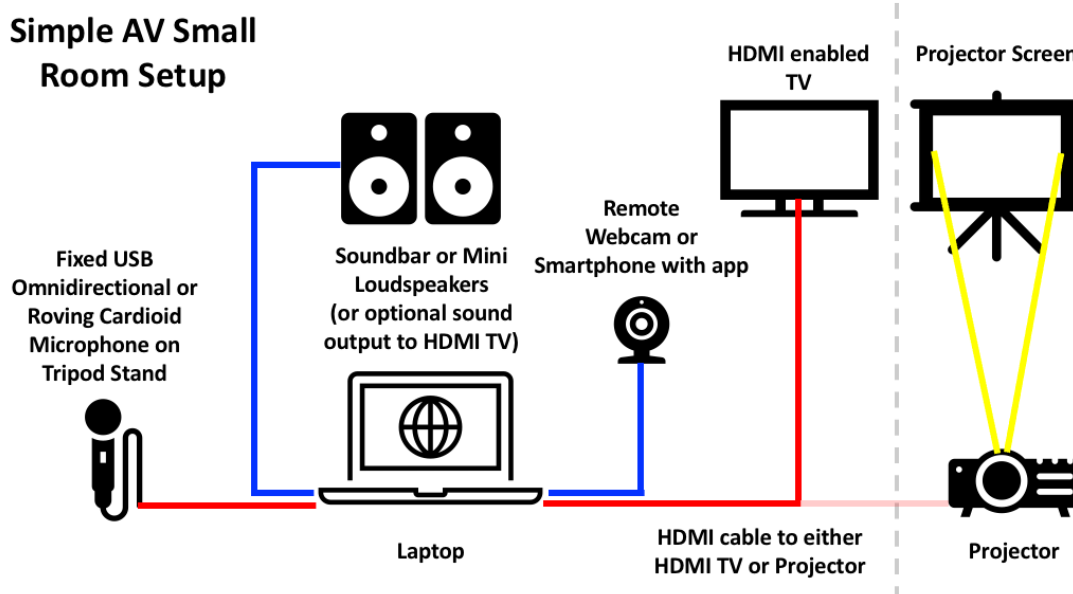
Many HDMI projectors have a built-in loudspeaker, and if so, the pair of mini speakers would no longer be required for sound.

If a TV is suitably positioned, a USB webcam with a USB repeater extension cable connected to the laptop could show a wide angled view of the room for the Zoom participants.

It is essential that the room has direct wired router access or a decent high speed wi-fi signal, and electric sockets are available for the use of extension leads if necessary.

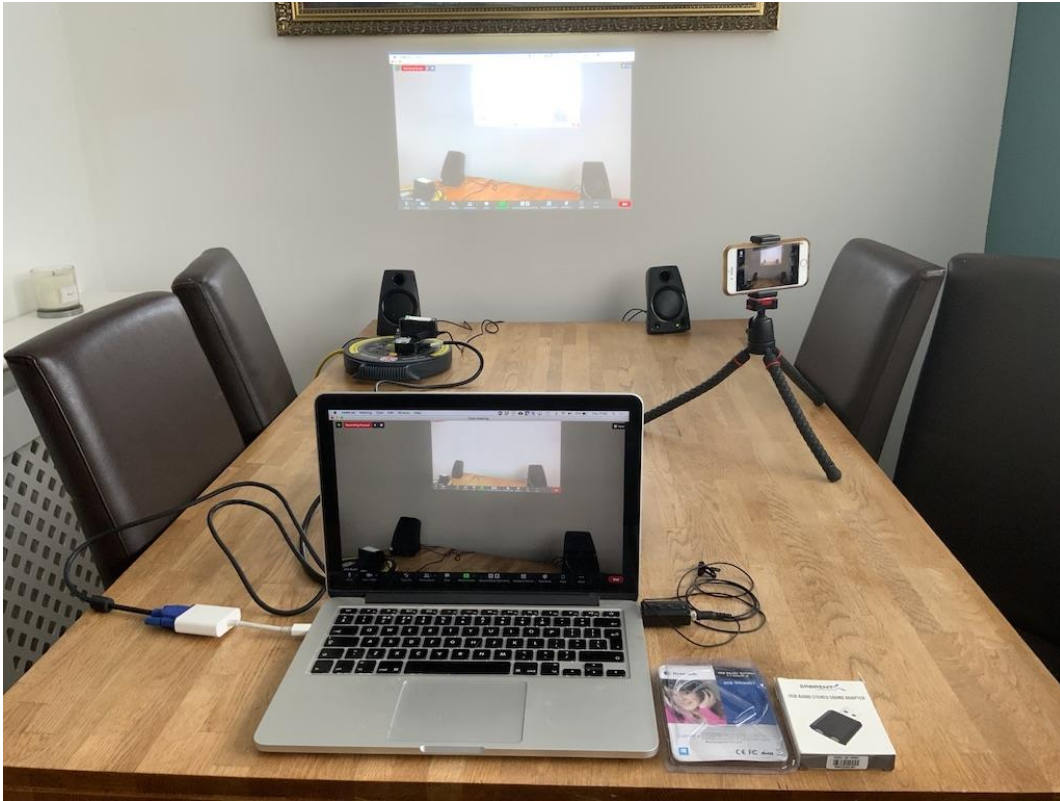
Say that the group coordinator currently leads discussions with PowerPoint presentations using a newish Windows laptop or Mac Pro. In the meeting, instead of presenting the PowerPoint directly to the screen, the presentations are shared to Zoomers using screen sharing, and these will then also be viewable on screen in the room and audible through the mini loudspeakers.

Diagram of a typical Small Room Setup



Setup for Small Room Hybrid Meetingscont'd

Photos of typical Small Room Hybrid Setup



Video of a Typical Small Room Setup

- A) John Butler also describes an alternative Home / Small Room setup with a cheap Cardoid lapel microphone plugged into an external USB Audio adapter, PC speakers for sound & an old VGA Projector for a larger visual display than the laptop screen. For better audio sound quality an omni-directional USB table conference microphone would be a better option

<https://www.youtube.com/watch?v=HmLonwx9dNg>

Reference Information and Equipment Recommendations

Refer to Appendix 2

6.3 Setup for Medium Room Hybrid Meetings (e.g. 30 members):

This might be in pub rooms or small community halls where the venue is not providing relevant hardware, so the u3a will have to provide its own. This will require an investment in equipment.

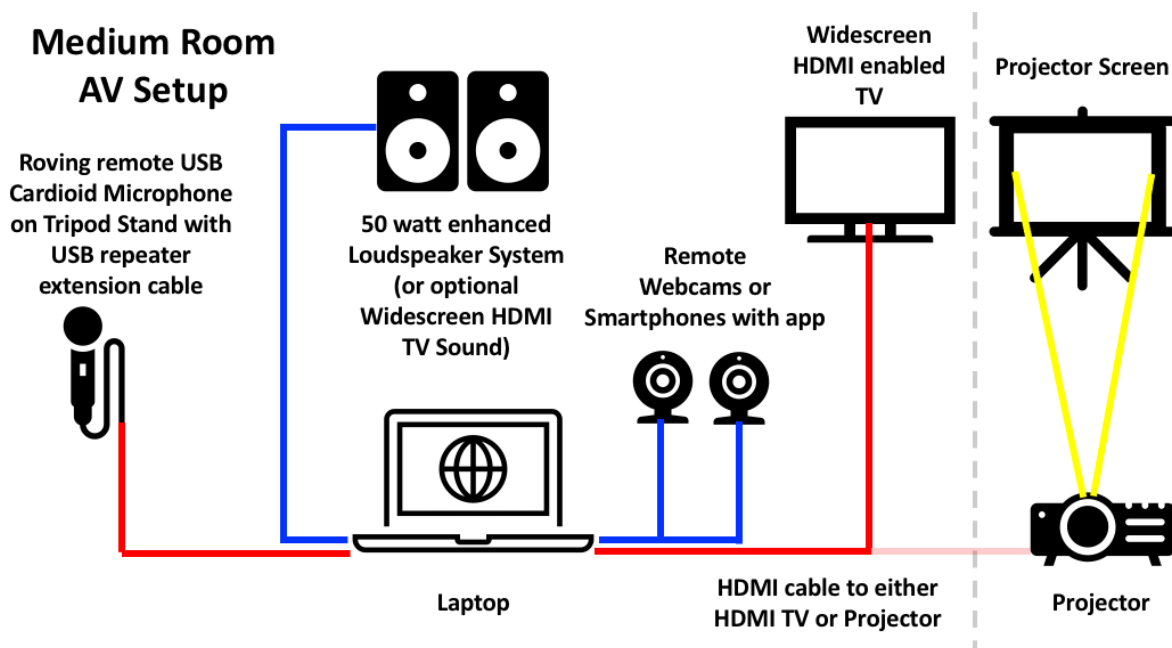
It is preferable to have either a fast broadband with local Wi-Fi, or a direct Cat5 cable connection to the broadband router. If wi-fi isn't available at the location but mobile 4g/5g coverage is, then a 'mobile router' is an alternative option.

Suggested equipment would be a laptop, an external camera or wi-fi enabled smartphone with the [Iriun](#) app loaded and mounted on an inexpensive tripod, an external USB microphone at the speaker lectern typically connected with a long repeater extension cable to the laptop, and a simple front projector with screen typically connected by a long VGA or HDMI cable to the laptop.

Sometimes venues might have a large widescreen TV with HDMI connectivity which also has built-in loudspeakers and may be adequate for the room. The same can apply if an HDMI projector with a built-in loudspeaker is used. If the sound on an HDMI connected device proves to be inadequate or unavailable, then sound in the room would need to be enhanced with suitable mini-sound system of about 50w output typically costing less than £50.

This setup will allow one laptop showing PowerPoint presentations via Zoom screensharing to participants in the hall, and also live streaming it simultaneously to remote members on Zoom.

Diagram of a Typical Setup



Setup for Medium Room Hybrid Meetingscont'd

Photos of a Typical Setup



Video of a Typical Setup

The USA Minnesota Rotary District 5950 have provided a 6.22 minutes long teaching video showing their “Going Hybrid: Small Meeting Hybrid Tech Setup” at <https://youtu.be/z6l1asXuEjo>

They have also provided accompanying notes at <https://tinyurl.com/mv9f5ytp>

This video shows how a HDMI projector with a built-in loudspeaker can be used for both vision and sound in a Medium sized room at :- <https://youtu.be/5yb5wesXXcc>

Small to Medium Meeting Reference Information and Equipment Recommendations

Refer to Appendix 2

6.4 Setup for Large Room Webcast Meetings or Large Room fully Hybrid Meetings

Large Room 1-Way Webcast Meetings (eg 100+ members):

Typically this would be for General Monthly Meetings being held in a large Church or Hall which is not interested in providing relevant equipment, or might not have everything you require in the room.

This setup is where content is broadcast from the Meeting Room to Zoom, but there is no two way communication from the Zoomers to the Room Participants making elements of the setup easier.

This would certainly need to be a more substantial setup than a medium room, with extra complexity, but simpler than a full “Hybrid” because broadcasting is only from the Room to Zoom and “Audio Feedback” from Zoom is not likely to be an issue.

It would also allow the option of Livestreaming the Zoom Meeting one-way to a Facebook Page or a YouTube Channel.

Large Room Hybrid Meetings with 2-Way Communication (eg 100+ members):

Typically this would be for Monthly or Transactional Meetings such as an AGM being held in a large Church or Hall which requires 2 way communication between Room and Zoom Participants.

It is preferable to have either a fast broadband with local Wi-Fi, or a direct Cat5/Cat6 cable connection to the broadband router. Alternatively, if Wi-Fi and broadband are not available, but mobile 4g/5g coverage is available at the location, then a 'mobile router' is an alternative.

Typical equipment needed for a Webcast with 1-Way communication to Zoom would be :-

A main controlling Laptop, with a 2nd optional Laptop for efficiently sharing PowerPoint Presentations and Videos via Zoom

A simple Audio Mixer with a Plug & Play external sound card adapter for the laptop

2-3 external cameras or for a cheaper solution wi-fi enabled smartphones with Iriun app loaded

Tripods for Cameras/Smartphones with cable extension power & charger plug/cable

Wired microphone(s) or VHF/UHF wireless microphone(s) connected to audio mixer

3.5 to 6.35mm jack plug audio connecting cables x 2

3.5mm single jack to twin 6.35mm Stereo jack cable for music

XLR or 6.35mm jack plug to XLR audio cables to connect the mixer to powered loudspeakers

Fixed in-room, or stand mounted powered Loudspeakers

Fixed or mobile Projector and screen setup, or a widescreen LCD TV with HDMI inputs

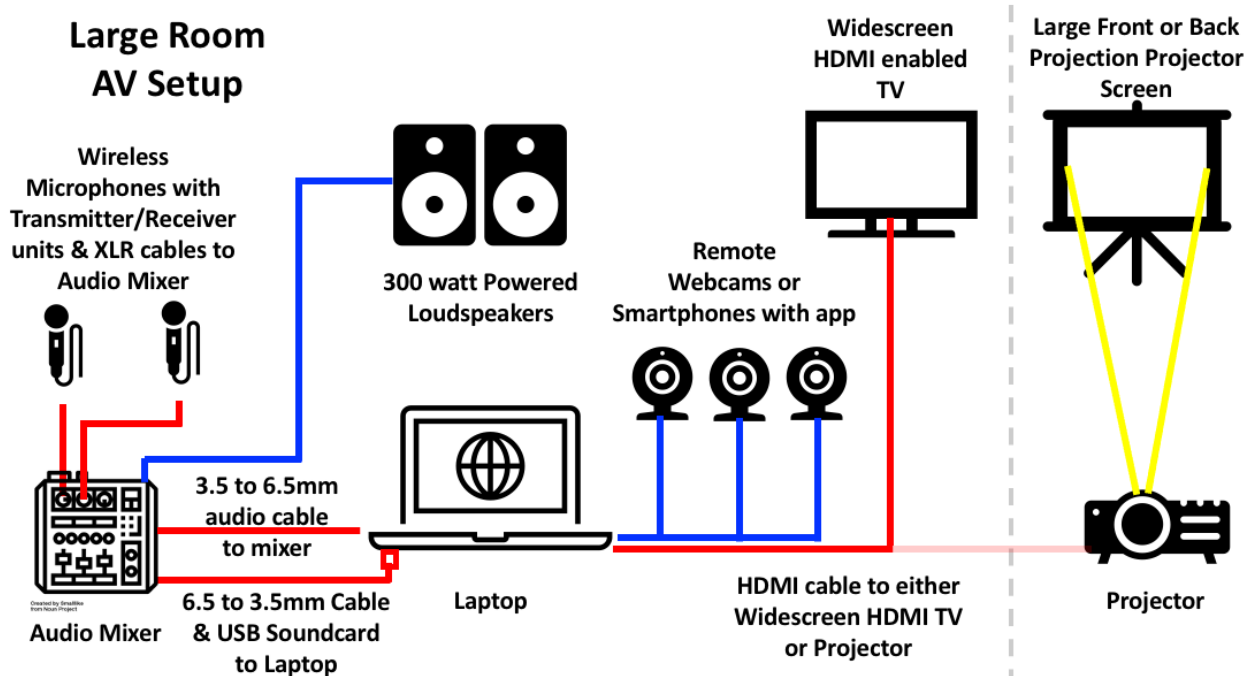
Long HDMI projector cable

For a Hybrid Meeting with 2-Way Communication we suggest further additional or alternative equipment :-

A higher specification Audio Mixer with “Aux Send” or “FX Send” capability, or a 2 way USB Audio Mixer.

Setup for Large Room Webcast & Hybrid 2-Way Meetingscont'd

Diagram of a Typical Large Room Setup



Photos of a Typical Large Room Setup



Video of a Typical Large Room Setup

The Webcast setup is very similar to the 9:17 minutes long teaching video by the USA Minnesota Rotary District 5950 showing their "Going Hybrid: Large Meeting Hybrid Tech Setup" at <https://youtu.be/SH0EW5v8oLQ>

They have also provided accompanying notes at <https://tinyurl.com/mv9f5ytp>

Reference Information and Equipment Recommendations

Refer to Appendix 2

7. Planning, Preparation & Rehearsal

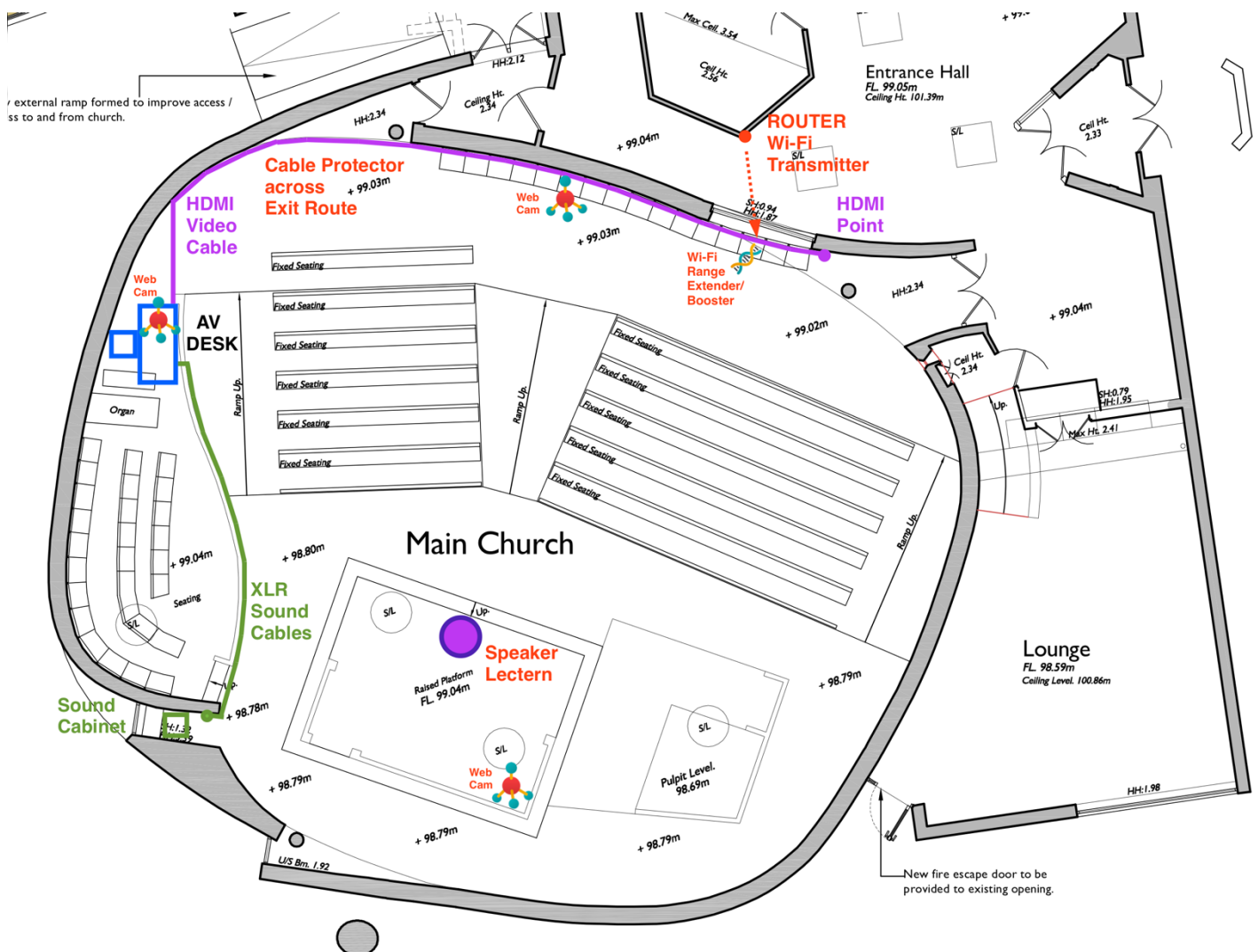
One of the key learning points from those who have already conducted Hybrid meetings is that things don't always go to plan. What Plan may you ask?

Planning

Firstly, check out your proposed venue.

The venue may already have a room plan, but often they are not dimensioned, so it pays to ask the venue team. Other sources could be publicly available plans submitted to a Local Council Planning Portal for Planning Applications relevant to the venue, and downloadable as a .pdf document.

Here is a pre-survey plan created by Ravenshead u3a for one of the two venues they use, and the Church is their primary venue for Monthly Meetings.



This kind of room layout plan (which was obtained from the Gedling Council Planning Portal as a .pdf) allows you to establish your needs such as lengths of cabling runs, and predict likely issues such as Wi-Fi blackspots within the room.

You can plan the position of camera positions, so when you do a room survey prior to a rehearsal or the actual event, you can identify any potential problems.

To see how Ravenshead u3a assessed the Room Setup for their September Monthly Meeting, you can review a series of videos they produced at the time of the site survey :-

In this video, John Butler of the Ravenshead u3a gives a tour of the Church venue for their Monthly Meetings, as he surveys for some of the issues to be considered when planning for a Large Hybrid Meeting

<https://youtu.be/jJ4dPgEpsKg>

In this video, John Butler of the Ravenshead u3a describes how they intend overcoming the loss of transmission speed and patchy Wi-Fi coverage in the Church

https://youtu.be/jq_PzAN_ak8

Preparation

We strongly advise you undertake a site visit to your venue to assess and confirm your initial layout and ideas at the Planning stage. Make sure to dimension all your cable runs, check locations of power sockets, jack or XLR sockets for audio connections to fixed loudspeakers, and HDMI sockets for fixed projectors.

List out and ensure that you have all the equipment you think you need, and book a slot with the venue for a rehearsal prior to your event.

Box up or bag your equipment by usage so you can separate cables, sound, and vision equipment separately, and always remember to use brand new or fully charged rechargeable batteries in any sound equipment such as microphones.

Make sure you have enough reel type 4 way extension cables to give you mains power at all locations where you may need them, and this should also include a charger cable and plug for any smartphones or tablets you use as remote webcams on tripods.

Rehearsals

Based on our combined experiences, nothing ever goes exactly to plan, so at least one rehearsal should be undertaken at the venue prior to the actual event. This will allow you to assess and test what, if any, changes to your setup are required and work through the integration of the Zoom transmission into your live meeting.

Livestreaming to Zoom on your rehearsal is essential, especially verifying that the Wi-Fi is adequate without any breaks in transmission.

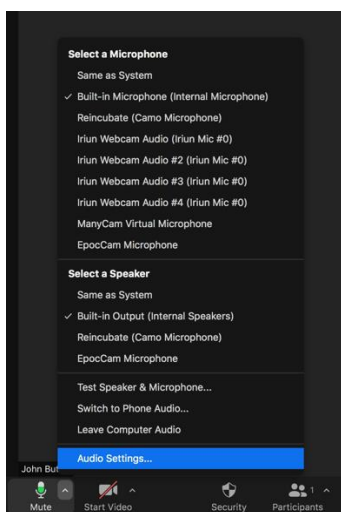
Running of your event is unlikely to ever to turn out to be perfect, but PRACTICE makes for IMPROVEMENT, and your setup and running of the meetings will certainly improve over time if you learn from the experiences.

8. In-Meeting Zoom Controls & Settings

Setting up the Zoom Sound & Video controls prior to the start of a meeting is imperative, and familiarity with how to switch video sources is important if you are using multiple cameras as webcams. It is much easier to run a Zoom Meeting with 2 screens, so a second monitor is desirable.

Audio Settings

Once you have your hardware connected up to your laptop, the first step with Zoom is to ensure that the Audio Settings are selected and optimised to suit your setup.

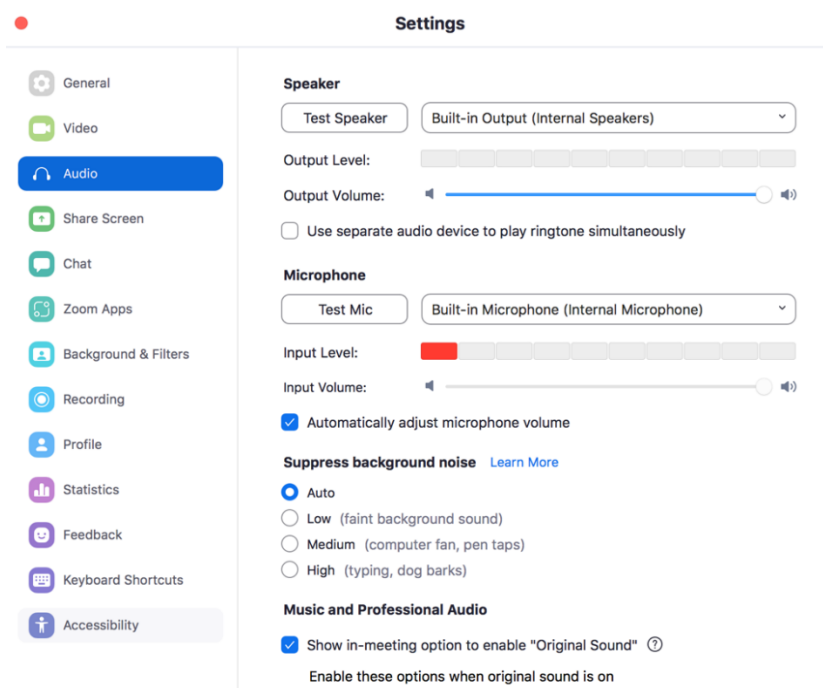


For a laptop setup, the default Audio Input is the Built-in Internal Microphone and the Audio Output is the Built-in Internal Speakers, and you can see your options by selecting the small up arrow to the right of the Mute Button on your Zoom Control Bar .

When you connect other items of hardware, such as a USB microphone, HDMI sound on a TV, a Plug & Play USB Soundcard, or a USB Audio Mixer, the hardware item will show on the list as shown.

To get to the Audio Settings, you select Audio Settings option at the bottom of the Audio Options Menu.

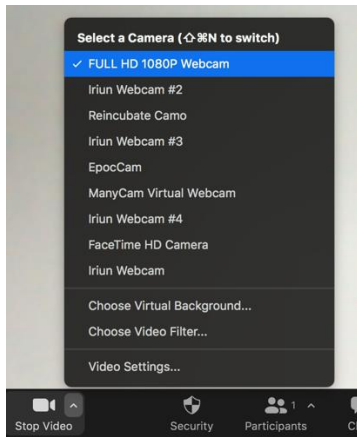
For all meetings except those setup using an Audio Mixer, the standard settings with “Automatic adjust microphone volume” and “Suppress background noise” on Auto are perfectly acceptable.



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.

Video Settings & Controls

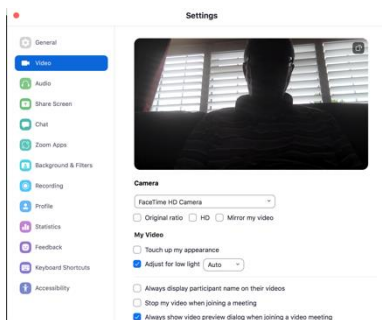
The second step with Zoom is to ensure that the Video Settings are selected and optimised to suit your setup.



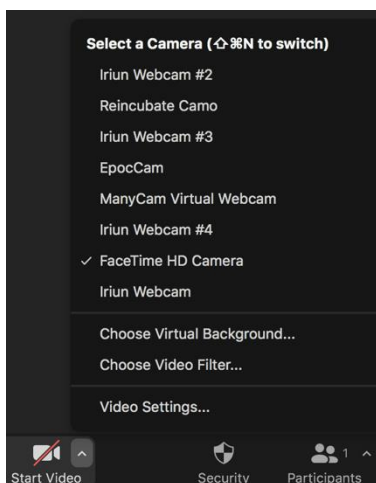
For a laptop setup, the default Video Input is the Built-in HD Laptop Camera. Most laptops only have built-in camera facing the user.

When you have set up alternative camera sources, such as a USB webcam, or app enabled smartphones, you can then record other people in the room from the camera positions where you choose to place the devices.

You will see from the screenshot that on my Macbook laptop I have installed a USB HD Webcam and number of different webcam apps, including Iriun with the 4 options for 4 separate cameras.



The Video Settings can be accessed at the bottom of the pop-up menu, but in reality there are no critical changes to settings required.



To switch between cameras, you click on the small up arrow of the Stop/Start Video icon on the Zoom Toolbar to access the menu list, then choose the alternative camera source.

In an actual Large Hybrid meeting, we also found it useful to have an iPad tablet connected as one of the camera sources, as this was easier for another team member to use as a mobile video camera as he walked around the room, holding it with two hands, following the speaker interviewing the participants live.

See this video of how it works: <https://youtu.be/i7QwR8YuvuU>

Screen Sharing content such as PowerPoint Presentations and Videos can be done from the host laptop both to Zoom and to the Screen in the Room, but bear in mind that unless you use a secondary “Slave” laptop with its own Zoom login as Co-Host, then all your actions in hosting the Zoom call and screen sharing will be visible on the screen to the people in the room, but not to the Zoom participants.

There are some useful Zoom Setup tips in this YouTube video : “7 Secret Zoom Features You’ll Use Right Away” at : <https://youtu.be/dJqWZcnpaHo>

9. Reference Material

As this is a new developing topic there isn't much experience to date and hence a lack of reference material. The Third Age Trust's Advice section on their website has started to cover this subject and probably the amount of material will expand. You can find this at: <https://www.u3a.org.uk/advice/running-your-u3a-covid-and-beyond/hybrid-groups>

Also Liz Thackray's presentation is a good summary:- [What are Hybrid Meetings](#)

We are indebted to both the 5750 Area Rotarians in Minnesota USA and various Toastmaster organisations for their pioneering work on the topic of setting up and running Hybrid Meetings.

If you wish to view an example of an actual Hybrid Meeting in progress, with "Warts & All" technical issues clearly viewable, this link to an edited 20 minute long recording of Ravenshead u3a's first Hybrid Meeting in August 2021 might prove useful : https://youtu.be/_olsH09dgQs

Equipment Recommendations can be found in Appendix 2

10. Contact Points

If you have any suggestions to add to this guide or require clarification on any point please contact John Butler at ravensheadu3a@gmail.com for content queries or Derek Harwood at webmaster.londonregionu3a@gmail.com for website related matters.

APPENDICES

APPENDIX 1: ETIQUETTE FOR HYBRID MEETINGS

APPENDIX 2: REFERENCE INFORMATION AND EQUIPMENT RECOMMENDATIONS

APPENDIX 3: LARGE HALL CONFIGURATIONS

APPENDIX 4: EXAMPLE VENUE OFFER FOR LARGE MEETINGS

APPENDIX 1: ETIQUETTE FOR HYBRID MEETINGS

ETIQUETTE FOR HYBRID MEETINGS

If you've read some of the many articles that address how to combat Zoom fatigue, you're already aware that there are easy ways to lessen or avoid possible burnout from too many video conferences.

Just remember the following?

There's no harm in taking a meeting on the phone or using chat when a video meeting is unnecessary. Zoom Phone and Zoom Chat are excellent alternatives. If a video meeting is in the cards, keep these helpful hints in mind:

- Hide your self-view. Staring at your face can be distracting for some users.
- Minimize the Zoom screen to about one-third the size of your monitor. That way, the people you're speaking with aren't too close-up.
- Set your camera/device at a distance, or use an external camera so you can have more flexibility to move around. Or go really wild and take that meeting on the go. Join via phone and make it a walking meeting.
- If you're having one of those days, just turn off your camera from time to time and give yourself an audio-only break.
- These came from the following article:

<https://blog.zoom.us/introverts-musings-on-zoom-fatigue/>

APPENDIX 2: REFERENCE INFORMATION AND EQUIPMENT RECOMMENDATIONS

AUDIO EQUIPMENT RECOMMENDATIONS

Simple Home & Small Room Audio - Low Confidence & Low Resources

Simple Microphone & USB External Stereo Sound Adapters

BOYA BY-M1 3.5mm Electret Condenser Microphone Come with 1/4" adapter for Smartphones, DSLR, Camcorders, Audio recorders, PC etc

Buying for work? Discover Amazon Business, for business-exclusive pricing, downloadable VAT invoices and more. [Create a FREE account](#)

Visit the Boya Store

★★★★★ 2,351 ratings | 3 answered questions

Price: £14.20 ✓prime FREE One-Day

£14.20

✓prime FREE One-Day

FREE delivery: **Tomorrow**
Order within 10 hrs 14 mins
[Details](#)

📍 Deliver to John - Ravenshead NG15 9

Only 5 left in stock.

Quantity: 1

Add to Basket

Sabrent USB External Stereo Sound Adapter for Windows and Mac. Plug and play No drivers Needed. (AU-MMSA)

Buying for work? Discover Amazon Business, for business-exclusive pricing, downloadable VAT invoices and more. [Create a FREE account](#)

Visit the Sabrent Store

★★★★★ 30,294 ratings | 326 answered questions

Amazon's Choice for "usb sound card"

RRP: £14.99
Price: £6.99 ✓prime FREE One-Day & FREE Returns
You Save: £8.00 (53%)

Our gift to you. Pay £6.99 £0.00 for this order. Get a £100 Amazon Gift Card upon approval for the Amazon Business Amex Card.
No annual fee in the first year.
Limited time offer. Rep. APR 32.6% Variable. Terms apply.

Buy new: £6.99

✓prime FREE One-Day & FREE Returns

FREE delivery **Tomorrow by 1PM** if you order within 10 hrs 45 mins and choose this delivery option at checkout.
[Details](#)

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In stock.

Quantity: 1

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Buy Now

TechRise USB Sound Card, USB External Stereo Sound Adapter Splitter Converter with Volume Control for Windows and Mac, Plug & Play No Drivers Needed

Buying for work? Discover Amazon Business, for business-exclusive pricing, downloadable VAT invoices and more. [Create a FREE account](#)

Brand: TechRise

★★★★★ 2,177 ratings | 169 answered questions

Amazon's Choice for "sound card"

Price: £8.99 ✓prime FREE One-Day & FREE Returns

☒ Voucher ☐ Apply 10% voucher

[Details](#)

£8.99

✓prime FREE One-Day & FREE Returns

FREE delivery: **Tomorrow**
Order within 7 hrs 54 mins
[Details](#)

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Buy Now

AUDIO EQUIPMENT RECOMMENDATIONS

Simple Home & Small Room Audio - Low Confidence & High Resources

Logitech Z200 10 Watts Peak Power PC Speakers with 3.5mm mini jack plug



Roll over image to zoom in

Logitech Z200 PC Speakers, Stereo Sound, 10 Watts Peak Power, 2 x 3.5mm Inputs, Headphone Jack, Adjustable Bass, Volume Controls, UK Plug, PC/TV/Smartphone/Tablet - Midnight Black

Visit the Logitech Store

★★★★★ 6,210 ratings | 484 answered questions

Amazon's Choice for "speakers"

Price: £28.99 ✓prime

Our gift to you. Pay £28.99 **£0.00** for this order. Get a £100 Amazon Gift Card upon approval for the Amazon Business Amex Card.
No annual fee in the first year.
Limited time offer. Rep. APR 32.6% Variable. Terms apply.

May be available at a lower price from [other sellers](#), potentially without free Prime shipping.

Note: This item is eligible for **FREE Click and Collect** without a minimum order subject to availability. [Details](#)

Pattern Name: **Z200 - 2.0 non Bluetooth**

Z200 - 2.0 non Bluetooth

Z207 - 2.0 Bluetooth

Share    

£28.99
✓prime

FREE delivery: Friday, Aug 27
Order within 7 hrs 10 mins
[Details](#)

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Quantity:

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Dispatches from [Amazon](#)
Sold by [Amazon](#)

Medium Meeting Room Audio - Low Confidence & Low Resources

Conference USB Omnidirectional Table Microphone



VIDEO

amazon.co.uk
prime

TONOR USB Conference Microphone, Omnidirectional PC Computer Condenser Mic with Mute Button for Online Meeting/Class, Zoom Call, Skype Chatting, Plug & Play (TM20)

Visit the TONOR Store

★★★★★ 426 ratings | 5 answered questions

Price: £32.99 ✓prime

Looking for a company card? Pay £32.99 £0.00 for this order. Get a £100 Amazon Gift Card upon approval for the Amazon Business Amex Card.
No annual fee in the first year.
Limited time offer. Rep. APR 32.6% Variable. Terms apply.

Note: This item is eligible for FREE Click and Collect without a minimum order subject to availability. Details

Brand TONOR

Tripod Mounted USB Condenser Microphone



USB Microphone, Fine Plug & Play Home Studio USB Condenser Microphone for Skype, Recordings for YouTube, Google Voice Search, Games (Windows/Mac) - K668

Visit the FIFINE Store

★★★★★ 6,537 ratings | 149 answered questions

Price: £28.99 ✓prime Today by 7PM & FREE Returns

£28.99 ✓prime Today by 7PM & FREE Returns

FREE delivery if you order within 9 hrs 34 mins and choose this delivery option at checkout. Details

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Buy Now

USB Extension Repeater Cable



Touch the image to zoom in

amazon.co.uk

deleyCON 5m (16.40 ft.) USB 3.0 Extension Cable Repeater Cable with Active Signal Booster 5 GBit/s USB A to USB A Port - Black

Buying for work? Discover Amazon Business, for business-exclusive pricing, downloadable VAT invoices and more. [Create a FREE account](#)

Brand: deleyCON

★★★★★ 498 ratings | 12 answered questions

Amazon's Choice for "usb a cable extension with repeater"

Price: £18.99 ✓prime & FREE Returns

£18.99 ✓prime & FREE Returns

FREE delivery: Friday, Aug 13
Order within 2 hrs 40 mins
Details

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In stock.

Quantity: 1

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Medium Meeting Room Audio - Low Confidence & High Resources

50 watt peak output Logitech Z-313 Multimedia Speaker System with 3.5mm mini jack plug



VIDEO

Logitech Z313 2.1 Multimedia Speaker System with Subwoofer, Full Range Audio, 50 Watts Peak Power, Strong Bass, 3.5mm Audio Inputs, UK Plug, PC/PS4/Xbox/TV/Smartphone/Tablet/Music Player - Black

[Visit the Logitech Store](#)

★★★★★ 828 ratings | 81 answered questions

Amazon's Choice for "logitech z313 2.1 multimedia speaker system"

Price: **£44.99** ✓prime FREE One-Day

Our gift to you. Pay **£44.99** **£0.00** for this order. Get a **£100 Amazon Gift Card** upon approval for the Amazon Business Amex Card.

No annual fee in the first year.

Limited time offer. Rep. APR 32.6% Variable. Terms apply.

£44.99

✓prime FREE One-Day

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Large Meeting Room Audio - High Confidence & Low Resources

USB Audio Mixer with 2 XLR inputs & 2 Stereo Line inputs with 6.35mm Jack outputs



Behringer Premium 8 Input 2 Bus Mixer with XENYX Mic Preamps/Compressors/British EQs and USB/Audio Interface
Visit the Behringer Store
★★★★★ 1,140 ratings | 131 answered questions
Amazon's Choice for "usb mixer"

RRP: £61.99
Price: **£59.00**
You Save: **£2.99 (5%)**

Available at a lower price from other sellers that may not offer free Prime delivery.

Note: This item is eligible for **FREE Click and Collect** without a minimum order subject to availability. [Details](#)

New & Used (9) from £50.64 & FREE Delivery .

- Premium ultra-low noise, high headroom analog mixer
- Two state-of-the-art xenyx mic preamps comparable to stand-alone boutique preamps
- Studio-grade compressors with super-easy 'one-knob' functionality and control led for professional vocal and instrumental sound
- Built-in stereo usb/audio interface to connect directly to your computer free audio recording, editing and podcasting software plus 150 instrument/effect plug-ins downloadable at behringer.com
- Neo-classic 'british' three band eqs for warm and musical sound

[See more product details](#)

[Compare with similar items](#)

£59.00

FREE delivery: Saturday, Aug 28
in the UK [Details](#)

Fastest delivery: Tomorrow
Order within 6 hrs 25 mins
[Details](#)

Select delivery location

In stock.

Quantity: 1

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Secure transaction

Dispatched from and sold by Amazon.

☐ Yes, I want a free trial with **FREE Premium Delivery** on this order.
[amazon prime](#)

Add Extra Protection? Check if this cover meets your needs:

☐ 2-year Accidental Damage Insurance for **£8.99**

Large Meeting Room Audio - High Confidence & High Resources

USB Audio Mixer with 4 XLR inputs & 2 Stereo Line inputs and both XLR & 6.35mm Jack outputs

[Home](#) > Live Sound & Lighting > PA Mixers > Analog Mixers

Allen and Heath ZEDi-10FX



£232.00

Price Includes
VAT @ 20%

Available for order ⓘ

Estimated delivery: 1st - 2nd September

ADD TO BASKET

☒ **2-year warranty & 30-day money-back guarantee included** ⓘ

☐ **Add a 6 year warranty: £13.92** ⓘ
Includes 180 day money back guarantee

☐ **Finance from £6.54 per month** (APR Rep. 14.90%)

Key Features

- Exceptional, rugged build
- Recording has never been easier thanks to intuitive interface
- Ideal for musicians, self-recording artists and venues
- Includes premium GSPre boutique preamps

Large Meeting Room Audio - High Confidence & Low Resources

SubZero SZW-20 Handheld Wireless Microphone System



SubZero SZW-20 Handheld Wireless Microphone System

Visit the SUBZERO Store
★★★★☆ 2 ratings

New (2) from £40.00 + £3.99 delivery

- 863.1MHz UHF Wireless Operating Frequency
 - High Quality Wireless Handheld Microphone System
 - Professional Quality System
 - Compact, Lightweight and Reliable
 - Superb Value Wireless Mic System
- See more product details



Wireless Lapel Microphone for Computer, Alvoxcon USB lavalier Mic System for Android, PC, Laptop, Speaker, Podcasting, Vlog...

★★★★☆ 635

£69.99 prime

XLR Cables



Roll over image to zoom in

Stagg SMC3 CGR 3 m XLR to XLR Microphone Cable - Green

Visit the Stagg Store
★★★★☆ 177 ratings
Amazon's Choice for "stagg microphone cable"

Price: £5.90

Note: This item is eligible for FREE Click and Collect without a minimum order subject to availability. Details

New (8) from £5.90 & FREE Delivery on your first eligible order to UK or Ireland.

Connector	/
Cable type	XLR
Colour	Black
Brand	Stagg

- About this item
- Good quality microphone cable
 - Ideal for live environments
 - Reduces hum and audio interference
 - Female XLR to male XLR
 - Length: 3m

£5.90

FREE delivery: Saturday, Aug 28 on your first eligible order to UK or Ireland.

Fastest delivery: Friday, Aug 27 Order within 8 hrs 39 mins Details

Select delivery location

In stock.

Quantity: 1

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Secure transaction

Dispatched from and sold by Amazon.

6.35mm Jack Cables



Stagg SAC3PS DL 3m/10 ft Deluxe Jack to Jack Instrument Cable

Visit the Stagg Store
★★★★☆ 4,296 ratings | 43 answered questions
Amazon's Choice for "6.5mm jack cable"

Price: £5.35

Available at a lower price from other sellers that may not offer free Prime delivery.

Note: This item is eligible for FREE Click and Collect without a minimum order subject to availability. Details

New (11) from £5.34 & FREE Delivery

Size Name: 3m

1m 3m 6m

Style Name: Jack to Jack

Jack to Jack XLRf to Mini Jack XLRm to Jack Jack to Jack (f)

£5.35

FREE delivery: Saturday, Aug 28 on your first eligible order to UK or Ireland.

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Secure transaction

Dispatched from and sold by Amazon.

3.5mm Mini-Jack (stereo music from phones/tablets) with twin Stereo 6.35mm Jack Cables to mixer



3.5mm to 6.35mm x2 Cable 1.5m Splitter Vitalco
Mini Jack 1/8 Inch Stereo to Double 1/4 Inch Mono
Male to Male Plug Gold OFC

Brand: VITALCO
★★★★☆ 264 ratings
Amazon's Choice for "3.5mm to twin 6.35mm"

Price: £11.49

Note: This item is eligible for FREE Click and Collect without a minimum order subject to availability. Details

Size Name: 1.5m

1m £10.90 1.5m £11.49 3m £12.90 5m £16.59

Connector type	Jack
Cable type	AUX
Compatible devices	Laptop, Personal Computer, Tablet, Smartphone
Colour	Black
Brand	VITALCO

£11.49

FREE delivery: Saturday, Aug 28 on your first eligible order to UK or Ireland.

Fastest delivery: Tomorrow Order within 6 hrs 21 mins Details

Select delivery location

In stock.

Quantity: 1

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Add Extra Protection? Check if this cover meets your needs:

3-year product care for £2.49

APPENDIX 2: REFERENCE INFORMATION AND EQUIPMENT RECOMMENDATIONS

VIDEO EQUIPMENT RECOMMENDATIONS

Simple Home & Small Room Video Setup - Low Confidence & Low Resources

HD Webcam with Microphone

Webcam HD 1080p Web Camera, USB PC Computer Webcam with Microphone, Laptop Desktop Full HD Camera Video Webcam 110 Degree Widescreen, Pro Streaming Webcam for Recording, Calling, Conferencing, Gaming

Brand: ToLuLu
★ ★ ★ ★ ☆ 12,647 ratings | 88 answered questions
Amazon's Choice for "webcam for laptop"

RRP: £29.99
Price: **£21.99** ✓prime FREE One-Day
You Save: **£8.00 (27%)**

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✓prime FREE One-Day
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Quantity: 1
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Secure transaction

Home / Small Room / Medium Room / Large Room Video Setup - Low Confidence & Low Resources

Video Accessories for use with Smartphones - Low Confidence & Low Resources

Phone Tripod EVERESTA 42 Inch 360 flexible Smartphone Tripod, iPhone Tripod Mobile Phone tripod Stand with Phone Holder Mount and Bluetooth Remote Shutter

Buying for work? Discover Amazon Business, for business-exclusive pricing, downloadable VAT invoices and more. [Create a FREE account](#)

Visit the Everesta Store
★ ★ ★ ★ ☆ 8,084 ratings | 168 answered questions
Amazon's Choice for "iphone tripod"

Price: £16.99
Prime Price: **£13.49** ✓prime Today by 10PM & FREE Returns
You Save: **£3.50 (21%)**
Includes £3.50 Prime savings

Roll over image to zoom in

£13.49
✓prime Today by 10PM & FREE Returns
FREE delivery if you order within 1 hr 21 mins and choose this delivery option at checkout. Details
Deliver to John - Ravenshead NG15 9
In stock.
Quantity: 1
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Buy Now

Medium & Large Room Video Setup - Low Confidence & Low Resources

Video Accessories – 15 metre Long HDMI Cable - Low Confidence & Low Resources





VIDEO

KabelDirekt – 15m HDMI cable – 4K HDMI cord (HDMI to HDMI – 4K@60Hz for stunning Ultra HD, High Speed with Ethernet, HDMI 2.0/1.4 – Blu-ray/PS4/PS5/Xbox Series X/Switch, black)

Visit the KabelDirekt Store

★★★★★ 78,752 ratings | 201 answered questions

Amazon's Choice for "15m hdmi cable"

RRP: £23.33

Price: **£18.69** ✓prime FREE One-Day

You Save: **£4.64** (20%)

Our gift to you. Pay **£18.69** **£0.00** for this order. Get a **£100 Amazon Gift Card** upon approval for the Amazon Business Amex Card.

No annual fee in the first year.

Limited time offer. Rep. APR 32.6% Variable. Terms apply.

£18.69

✓prime FREE One-Day

FREE delivery **Tomorrow by 1PM** if you order within 12 hrs 47 mins and choose this delivery option at checkout. [Details](#)

📍 Deliver to John - Ravenshead NG15 9

In stock.

Quantity: 1

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Video Accessories – HDMI Active HDMI 2.0 Equaliser Extender - Low Confidence & Low Resources





VIDEO

KabelDirekt – HDMI 2.0 active repeater/signal amplifier (UHD 4K/60Hz, HDR, YUV 4:4:4, max. 50m range, HDCP 2.2, female-female, black)

Visit the KabelDirekt Store

★★★★★ 281 ratings

Price: **£13.81** ✓prime

Our gift to you. Pay **£13.81** **£0.00** for this order. Get a **£100 Amazon Gift Card** upon approval for the Amazon Business Amex Card.

No annual fee in the first year.

Limited time offer. Rep. APR 32.6% Variable. Terms apply.

Style Name: **Single**

Connector type: HDMI

Cable type: HDMI, USB

£13.81

✓prime

FREE delivery: **Sunday, Aug 29**

Order within 23 hrs 44 mins

📍 Deliver to John - Ravenshead NG15 9

In stock.

EU Imports may differ from local products. Additional terms apply. [Learn More.](#)

Quantity: 1


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APPENDIX 2: REFERENCE INFORMATION AND EQUIPMENT RECOMMENDATIONS



WI-FI & INTERNET CONNECTION EQUIPMENT RECOMMENDATIONS

Large Meeting Room Video - High Confidence & High Resources


USB Ethernet Adapter for Cat 5 / 6 Cable connection to Router with 3 additional USB 3.0 Ports



Search for products, brands and more



Electronics & Technology > Cables & Adapters > Cables > USB
> USB 3.0 Hub - Techole Aluminum USB Ethernet Adapter Splitter with RJ45 10/100/1000Mbps Gigabit Network LAN Port - 3 Ports USB 3.0 HUB -Type C...



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By Techole | New


£21.99


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[See full product description & details](#)

Deliver to:  Mainland UK
Standard (Free): Mon 16th - Tue 17th Aug
Sold by: FairDealz_UK

Wi-Fi Internet Booster / Range Extender to boost Wi-Fi coverage in a Large Room





3 VIDEOS
Roll over image to zoom in

NETGEAR Tri-band Wireless Mesh WiFi Internet Booster Range Extender | Covers up to 2000 sq ft and 40 Devices with AC2200 (EX7700)

[Visit the NETGEAR Store](#)
★★★★☆ 3,252 ratings | 182 answered questions

RRP: £119.99
Price: **£89.99**  **FREE** One-Day
or 5 monthly payments of £18.00
You Save: **£30.00 (25%)**

Our gift to you. Pay £89.99 **£0.00** for this order. Get a **£100 Amazon Gift Card** upon approval for the Amazon Business Amex Card.
No annual fee in the first year.
Limited time offer. Rep. APR 32.6% Variable. Terms apply.

May be available at a lower price from [other sellers](#), potentially without free Prime shipping.

Note: This item is eligible for **FREE Click and Collect** without a minimum order subject to availability. [Details](#)

Style Name: **Wi-Fi 5 Booster AC2200**

Wi-Fi 5 Booster AC2200

Wi-Fi 5 Booster AC3200

Wi-Fi 6 Booster AX1800

5 monthly payments: £18.00/mo. (£89.99 / 5 mo.)

One-time payment **£89.99**
 **FREE** One-Day

FREE delivery: Tomorrow
Order within 5 hrs 55 mins
[Details](#)

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In stock.

Quantity:

1

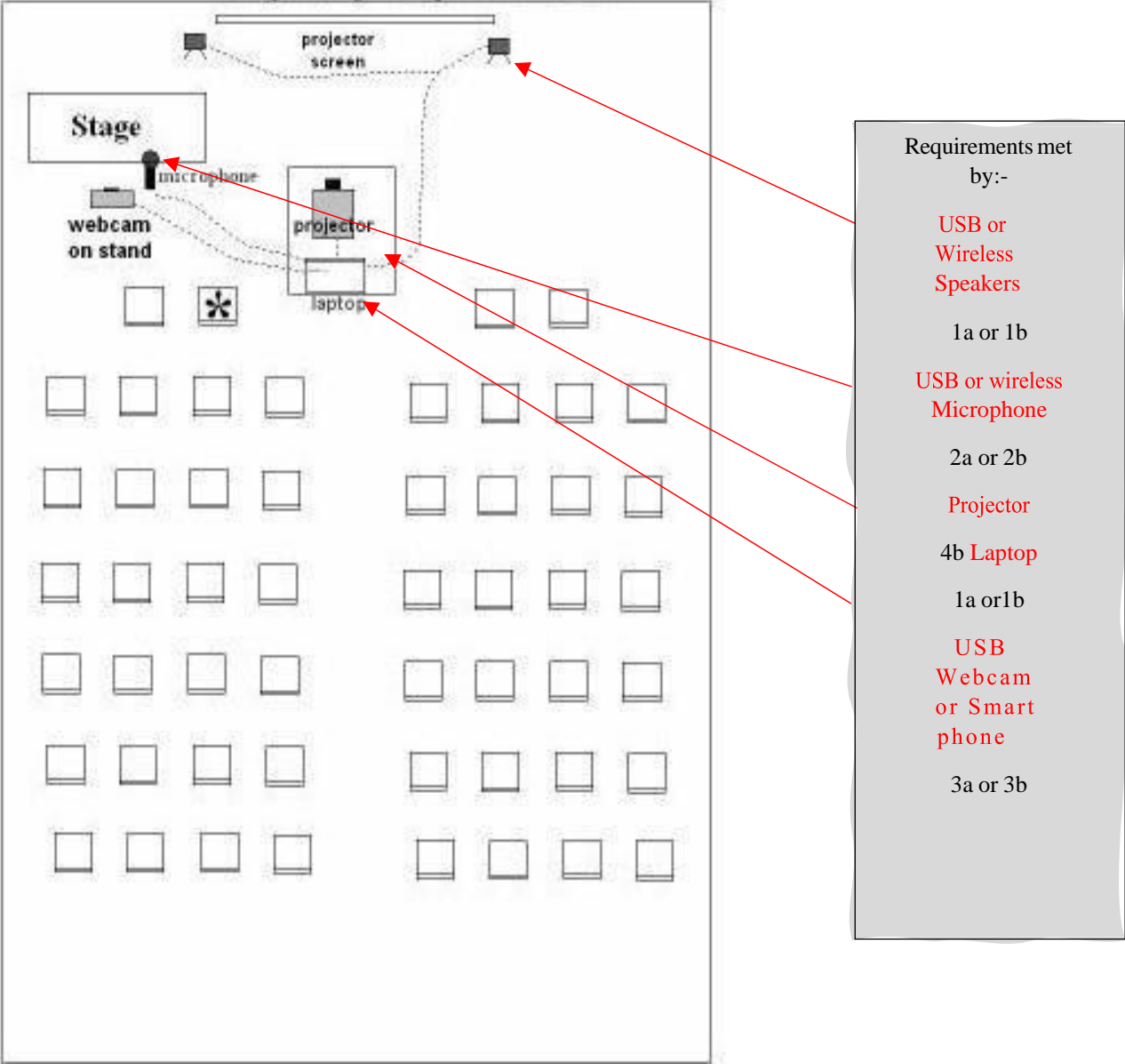
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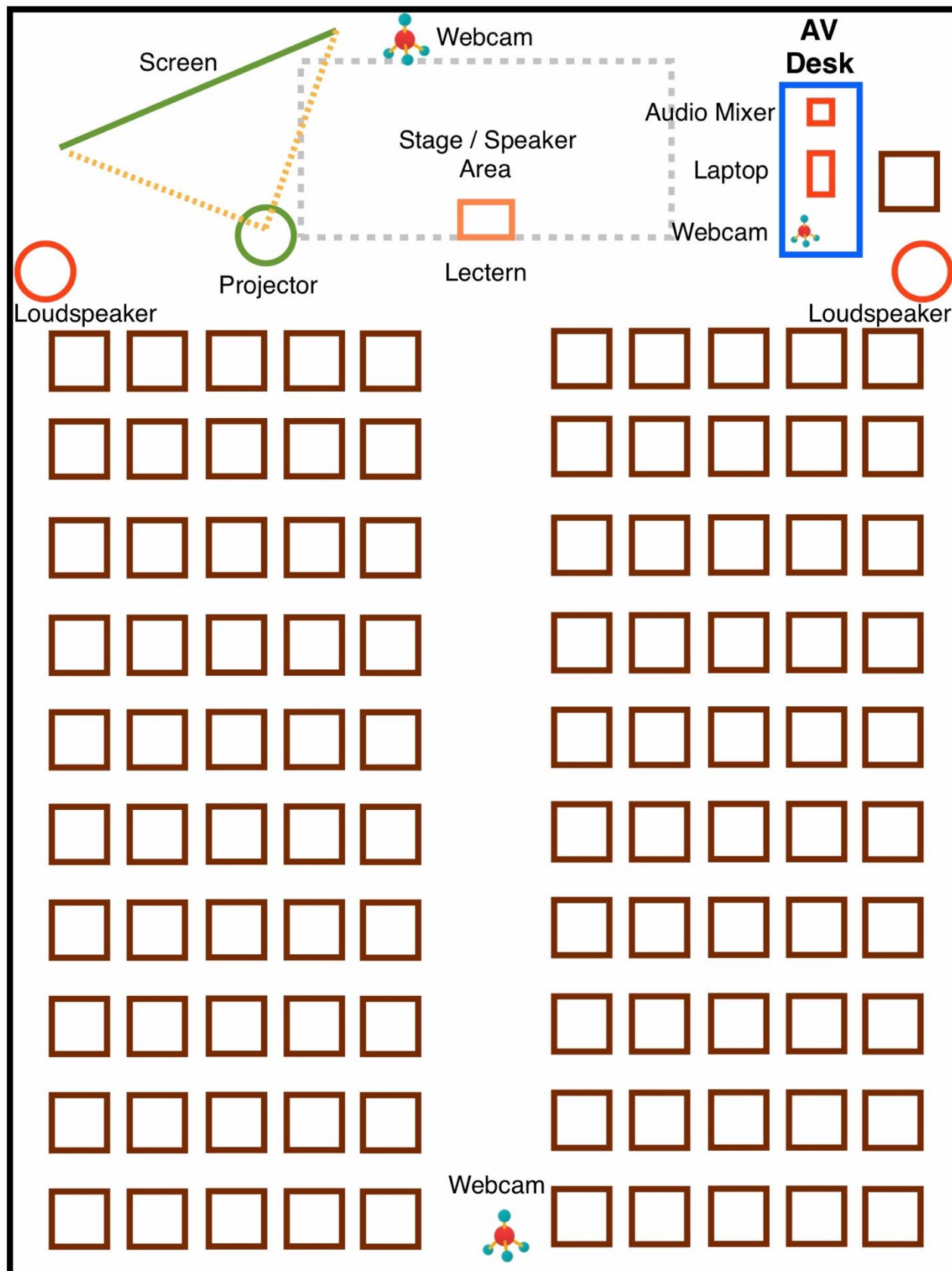
APPENDIX 3: MEDIUM & LARGE HALL CONFIGURATIONS

Medium Room/Hall

Scenario 1 - projector and extension speakers using a stage for presentations



TYPICAL LARGE ROOM SETUP



APPENDIX 4: EXAMPLE VENUE OFFER FOR LARGE MEETINGS

Example quote:

“We can offer the zoom option for your hybrid event, noting the camera can only be pointed at one direction (usually the top table).

Details of our zoom and base offer are:

- Host up to 100 participants (basic Zoom Pro account)
- We can Increase participants up to 1,000 with Large Meetings add-on (an additional charge would be incurred for this, if you need more than 100 people online, please advise) • Group meetings for up to 30 hours
- Social Media Streaming (this is just through Facebook, so not ideal)
- 1 GB Cloud Recording
- Camera
- Projector

The costs to accommodate the above are:

- Video conferencing- £80+VAT
- PA system with 2 mics and sound system - £70+VAT
- Total - £150+VAT

Optional but recommended unless you have your own IT person attending: AV technician to monitor the systems throughout your event- £22+VAT/hour.

Optional: use your own Zoom account