

Basic Requirement to conduct a Zoom Hybrid Meeting

Minimum Equipment necessary

Laptop Computer incorporating a Speaker & Microphone

Tablet would be acceptable

| Additional equipment needed to conduct a Zoom Hybrid Meeting | Requirements | Cost £ | | | | |
|---|--|-----------|-----|---|--|---------|
| Does the Meeting Room have Broadband? | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="padding: 2px 5px;">No</td></tr> <tr><td style="padding: 2px 5px;">Yes</td></tr> </table> | No | Yes | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Dongle plus SIM Card - would also require a Mobile phone</td> <td style="padding: 5px; text-align: center;">10 - 20</td> </tr> </table> | Dongle plus SIM Card - would also require a Mobile phone | 10 - 20 |
| No | | | | | | |
| Yes | | | | | | |
| Dongle plus SIM Card - would also require a Mobile phone | 10 - 20 | | | | | |
| Does presenting equipment include an adequate Speaker? | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="padding: 2px 5px;">No</td></tr> <tr><td style="padding: 2px 5px;">Yes</td></tr> </table> | No | Yes | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 5px; text-align: center;">Speaker</td> <td style="padding: 5px; text-align: center;">10 - 20</td> </tr> </table> | Speaker | 10 - 20 |
| No | | | | | | |
| Yes | | | | | | |
| Speaker | 10 - 20 | | | | | |
| Does presenting equipment include an adequate Microphone? | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="padding: 2px 5px;">No</td></tr> <tr><td style="padding: 2px 5px;">Yes</td></tr> </table> | No | Yes | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 5px; text-align: center;">Microphone</td> <td style="padding: 5px; text-align: center;">10 - 20</td> </tr> </table> | Microphone | 10 - 20 |
| No | | | | | | |
| Yes | | | | | | |
| Microphone | 10 - 20 | | | | | |
| Do you want remote viewer to see speaker or presenter only? | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="padding: 2px 5px;">Yes</td></tr> <tr><td style="padding: 2px 5px;">No</td></tr> </table> | Yes | No | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 5px; text-align: center;">No other equipment needed</td> <td style="padding: 5px;"></td> </tr> </table> | No other equipment needed | |
| Yes | | | | | | |
| No | | | | | | |
| No other equipment needed | | | | | | |
| Do you want remote viewer to see and hear local participants? | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="padding: 2px 5px;">Yes</td></tr> <tr><td style="padding: 2px 5px;">No</td></tr> </table> | Yes | No | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Mobile (?) camera and stand plus mobile (?) microphone</td> <td style="padding: 5px; text-align: center;">40 - 80</td> </tr> </table> | Mobile (?) camera and stand plus mobile (?) microphone | 40 - 80 |
| Yes | | | | | | |
| No | | | | | | |
| Mobile (?) camera and stand plus mobile (?) microphone | 40 - 80 | | | | | |
| Do you want local participants to hear remote viewer? | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="padding: 2px 5px;">Yes</td></tr> <tr><td style="padding: 2px 5px;">No</td></tr> </table> | Yes | No | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 5px; text-align: center;">External speaker(s)</td> <td style="padding: 5px; text-align: center;">30 - 50</td> </tr> </table> | External speaker(s) | 30 - 50 |
| Yes | | | | | | |
| No | | | | | | |
| External speaker(s) | 30 - 50 | | | | | |
| Do you want local participants also to see remote viewer? | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="padding: 2px 5px;">Yes</td></tr> <tr><td style="padding: 2px 5px;">No</td></tr> </table> | Yes | No | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Large Monitor or Screen with projector or large TV</td> <td style="padding: 5px; text-align: center;">?</td> </tr> </table> | Large Monitor or Screen with projector or large TV | ? |
| Yes | | | | | | |
| No | | | | | | |
| Large Monitor or Screen with projector or large TV | ? | | | | | |

Definitions:

Local participant - person in the room where the presentation is taking place

Remote viewer - person not in the room where the presentation is taking place

See also Sheet 2 – Technical Requirements for Zoom Systems

Sheet 4- Various Scenarios in halls and small rooms

Sheet 5 - Suggested on-line links and costings