

AV² HYBRID MEETING PLANNING GUIDE



AUDIO

The audio configuration depends on the size of the room, number of participants, and level of interactivity



Polycom or Bluetooth mic/speaker

For onsite groups smaller than 10 Participants and in conference rooms less than 150 square feet.



Lavalier, Handheld, & or gooseneck Mics with PA Speakers

For onsite Speakers & Participants requiring interaction with the virtual participants. Onsite participants can use handheld or goosenecks.



Headset or USB Mic

Recommended for virtual participants in interactive hybrid sessions. USB mic/headset recommended over Bluetooth.

VIDEO

The video configuration will increase the engagement of the virtual and onsite participants. Two cameras minimum are recommended, one on the presenters and one on the onsite audience, to increase virtual participant engagement.



Wide Angle Webcam or PTZ Camera

For onsite groups smaller than 10 Participants and in conference rooms less than 150 square feet, a single camera that can capture the speaker and participants is adequate.



2 Cameras, recommend one manned camera & one static

Onsite video setup should be two cameras minimum, one manned on the speakers and a second static on the audience.



Laptop or USB camera

Camera use depends on session objectives; participants may not be on camera for sizeable main stage events. For smaller interactive sessions, the expectation should be participants are on camera.

VENUE

The venue will dictate how the audio, video, and speakers will be set up. It is essential to do a site survey before the event to ensure all technical requirements can be accomplished based on the objectives and infrastructure.

SITE	INFRASTRUCTURE	LAYOUT
What are the dimensions of the room?	Internet - Dedicated with a minimum of 10 mb/s up and down. It could require higher speeds.	Seating layout: Table rounds, Classroom,
Where will the production team be located?	Electrical outlet locations in the room.	Camera locations & monitor of virtual participant camera if needed.
Q&A locations, if required for larger events, relative to camera locations?	Hard wired internet for production team & port locations.	Wire runs for microphones (if required) & cameras.

Remember, all participants are LIVE they are either onsite or virtual!