

# Hybrid Meetings

Many groups moved to meeting online during the pandemic and found that they could reach addicts who were geographically distant or with physical limitations and appreciated this aspect of online meetings. As meetings go back to in-person, some meetings want to retain this aspect of recovery and have a hybrid meeting with considerations for both online and in-person attendance. Doing this requires additional efforts to make sure that neither online nor people physically in the room are “second class citizens”. A good solid internet connection is a must, and adequate sound quality, so that everyone can hear the shares and readings, is key. Consider using an internet tool such as speedtest [<https://www.speedtest.net>] to confirm that the locations Wi-Fi is sufficient. There are multiple ways to do hybrid meetings and one size does not fit all. Meetings will vary regarding technical expertise, size, and funding. The following are some examples that have proven workable, but this is certainly not complete.

## **Example 1:**

A hybrid physical/zoom meeting of about 20-60 people that has some funding or donations for equipment.

First, this requires a room large enough for all the people with social distancing if required. Avoid a room with bad acoustics or it will echo online. The chairs in the room may be socially distanced and facing a blank wall or a projector screen. There is a laptop, speakers, and a projector set up so the images on the screen are life sized. People are asked before the meeting to read, and those people (physical or virtual) have their own copy of the reading downloaded or physically in front of them. 7th tradition is both electronic (e.g., Venmo, PayPal, or another online service) and a physical basket. The Secretary/Chairperson may alternate between online and physical as the group desires. Readings can be shared online as well as in the room.

There may be an issue with poor acoustics such that the people online have difficulty hearing the people in the room. If this is the case, a microphone in the center of the room or at a podium may be required and people in the physical room need to go up to it.

If desired, a second camera, for example a tablet, may be set up facing the group. This allows the people online to have a view of the room as well as the speaker. If a tablet is used, set it up using the backward facing camera which has a longer focal length.

It's also a good idea to provide links to the na.org website so that people online can download literature.

This is a fairly costly endeavor, although someone in the group will likely have a laptop and speakers, microphones are cheap, and a used projector is about \$100.

**Example 2:**

A less expensive approach is a used tablet (\$35 on eBay) that provides the camera and microphone and there are examples of using that for the internet connection and a \$10 HDMI cable to a TV located in the facility on a cart and used with the facility's permission. Depending on the tablet, an adapter may be required. Again, people in the room need to come to the microphone.

The tablet hosts the online app and provides Wi-Fi connection. The video output of the tablet is sent to the TV so that people in the room can see the people online.

**Example 3:**

To take a budget approach for a hybrid meeting, use the above scenario and in place of the laptop/projector electronics, simply designate a single phone as the online phone and pass it from speaker to speaker. The secretary also has their phone hosting the online meeting however, their phone is on mute to avoid an echo. Only one microphone may be on at a time. Speakers in the room raise their hands to talk, while speakers online virtually raise their hand to talk. This works in a small meeting, but not as well in a large one.

**Equipment:**

If you are having difficulty selecting good equipment for you meeting, please reach out to the WSZF IT group for recommendations. We can be reached at [it-workgroup@wszf.org](mailto:it-workgroup@wszf.org).