

## HYBRID LECTURES - THE FUTURE?

### TECHNICAL SIDE OF HYBRID LECTURES – WIFI IS ESSENTIAL IN VENUE

Set up the technical equipment as normal in the venue to project the lecture to the venue screen.

- Ensure WiFi is on in the venue
- Ensure WiFi enabled on the laptop
- Ensure zoom app open on the laptop
- Place microphone (recommended [Shure MV5](#)) blue-tacked (or attached to the podium in some way) to podium & plugged in to the USB point on the laptop.
  - *Note: A multipoint USB connector will be needed if not enough USB slots on the laptop*
- Plug lecture USB into laptop
- Ensure the (powerpoint) lecture is open on the desktop screen of the laptop
- When the lecture is due to start, MAKE POWERPOINT VIEWABLE ON VENUE SCREEN AND ON LAPTOP DESKTOP - CLICK SHARE SCREEN IN ZOOM
  - *Note: laser pointer will only be visible on the venue screen, not on zoom. Lecturer needs to verbally explain what he is 'pointing' to so zoom viewers know where to look.*

### ISSUES RE PREPARATION OF VENUE:

*Below are some broad tips for Societies considering Hybrid lectures (A Live lecture in the Hall broadcast simultaneously via Zoom)*

*A full test of at least a one hour "broadcast: is recommended.*

*You need to divorce running a hybrid lecture form other issues such as cleaning chairs etc - we may not be in that position in May or June - the notes below assume we will be.*

*The latest government guidelines will dictate the requirements for social distancing.*

*Societies should be encouraged to undertake a risk assessment which has been circulated - this covers many of your points and would be a better document for Societies to prepare.*

*Issues re hybrid lectures – EVERYTHING NEEDS TESTING BEFORE GOING FOR HYBRID*

1. Create a Risk Assessment document for your venue:
2. Setting up:
  - a. Is there WiFi in the hall?

- i. If no WiFi in your venue, if there is Vodafone coverage at that location, it is possible to buy a MiFi dongle which offers 4G broadband wherever you are – as long as there is Vodafone coverage.
  - b. Volunteers needed to help with running the event
  - c. People can wear masks if preferred
  - d. Volunteer needed to be outside of venue with their iPad to check the zoom lecture is working properly and to answer any questions being sent - but it is key that the hall lecture is not interrupted)
- 3. Equipment:
  - a. Advisable to purchase microphone (recommended [Shure MV5](#) – cost £100)
- 4. Costs:
  - a. Cost of hiring the venue
  - b. Lecturer fee plus expenses
  - c. Purchase of the Shure MV5 microphone