

Appendix E

Hybrid Meeting Event Host

Works with Area Chair and Group Records Coordinator to prepare registration for the online members; collects presentation materials, manages the experience of members joining online to ensure everyone can see and hear the presentations, and facilitate online member's participation.

Hybrid Meeting Event Host duties

- Set up account settings to reflect the needs of the event (e.g., disable cloud recording but allow secretary to record on her device)
- Set up and manage registration in cooperation with Group Records Coordinator & Area Chair (share registration link in Bulletin and on BC/Yukon Website)
- In cooperation with Hybrid Meeting Equipment Coordinator, ensure software is operational on all devices and equipment is functioning as needed
- Give list of registrants to Group Records Coordinator when requested – up to and including the time designated for voting on the agenda
- Assign co-host controls to Hybrid Meeting Equipment Coordinator and Area Secretary.
- Ask for all presenters to submit any files to be displayed on screen (via screen share)
- Follow the agenda to ensure preparations are in place for software functions as indicated (e.g., screen share, voting)
- For Host and all Co-Hosts: to be easily visible to online participants, list name with # first to keep name at top of participant list (e.g., # Tech Coordinator - Sally)
- Display zoom gallery view on projector screen when not using screen share
- Pin speakers to be seen by online members and on projector screen for in person members
- Manage voting using poll function
- Create breakout rooms if needed
- Monitor chat and close during presentations if necessary (participants can still chat with host/co-hosts)
- Assign additional co-host(s) if online attendance is more than 25 to assist with the following tasks
 - Assist zoom participants with mute and video functions if needed *
 - Respond to relevant queries in chat *
 - Monitor and respond to participants displaying inappropriate behaviour on video or chat *
 - Put tradition 7 information in the chat *
- Close programs at the end of the program and return laptops to owners (e.g., Bulletin Coordinator laptop)
- Follow up with registered participants if requested by Chair or Group Records Coordinator

Hybrid Meeting Equipment Coordinator

Works with the Area Chair and AWSCM or Assembly Host Committee to select required equipment to rent/purchase for AWSCM or Assembly; sets up equipment following approved guidelines; tests and monitors equipment throughout the day; responds to technical issues when required.

Hybrid Meeting Equipment Coordinator duties

- Facilitate rental, payment and delivery of equipment required in cooperation with Chairperson, Treasurer and AWSCM or Assembly host committee
- Oversee room setup for functionality in cooperation with Chairperson, ASWCM or Assembly host committee
- Set up equipment for optimal results – speakers, microphones, sound mixer, projector, cameras, laptops (if possible, allow for projector to work from Hybrid Meeting Event Coordinator laptop and Area Secretary laptop)
- Test audio/visual equipment in cooperation with Hybrid Meeting Event Coordinator
- Operate mixer (if used) to manage sound output through speaker boxes
- Ensure camera for in person participants allows for those that do not want to be on camera
- Manage use of in person meeting space
- Respond to any audio/visual equipment issues
- Assist Chairperson and Hybrid Meeting Event Coordinator as needed
- Take down and facilitate return of rental equipment at the end of the meeting