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(Note: The full report including the Appendices will be posted on the BC/Yukon website or click on links in the report)

Charge

To research options for Hybrid meetings for AWSCM and Assembly and make recommendations for implementation.

Framing:

Until 2019 all AWSCM and Assembly meetings have been held in person. Several years ago, we did have one Alateen member attend part of an Assembly via Skype, however due to technical issues, participation was limited.

In 2020, due to Covid restrictions, both AWSCM and Assembly were cancelled.

In May 2021, the Area held a successful AWSCM using the Zoom platform. The consensus was that Hybrid Events are inevitably going to be part of our future in the BC/Yukon Area, particularly when we think about Electronic Meetings. We may have an Electronic Meeting in the future that wishes to be part of and accepted into our Area and service structure and we could have a GR/DR from anywhere in the world that would need to be part of our Assembly/AWSCM.. Those attending realized the potential for using a virtual format along with in person meetings in the future. As a result, the members voted to create a task force to explore these possibilities and report to Assembly 2021.

What is a Hybrid Meeting for the purposes of AWSCM and Assembly?

A Hybrid Meeting is when a meeting or event is held with some participants attending in person and others through an online platform. Both parties can hear and see each other. Both in person and virtual participants have voice and vote as appropriate.

Process

 A - The Task Force began by answering and discussing the five Knowledge Based Decision Making questions. **(See Appendix A** https://www.bcyukon-al-anon.org/files/AppendixAHybridTaskForce.pdf**)**

We reached the following conclusions:

1. In- person attendance should be encouraged as it leads to mentorship for service positions and supports fellowship. However, attendance virtually must be supported for those unable to attend in person.
2. The platform selected must be easy to use and not require a high level of technical skill by participants.
3. Cost of the on-line platform and equipment should be reasonable.
4. It is unknown how the membership will respond to Hybrid Meetings and how attendance will be affected until the process is tested.

B - We reviewed the most popular video conferencing software available today, including Skype, Microsoft Teams, Zoom and Go-To-Meeting. We looked at the cost for the different plans offered based on the needs of our Area. We also noted that most of our members have learned to use one platform and are comfortable using it without requiring a high level of technical skill. While making the comparison we also focused on specific functionalities of the different types of software such as providing registration processes and the ability to vote/poll.

After a careful consideration of the Pros & Cons of each of the platforms, **(See Appendix B for details from our research.** https://www.bcyukon-al-anon.org/files/AppendixBHybridTaskForce.pdf**)**

The Task Force made the unanimous decision to recommend Zoom.

C - We then moved on two interrelated functions:

- to determine a room lay-out which meets the requirements for hosting a Hybrid meeting with up to 500 participants and approximately 150 in-person attendees.

- to produce a final and complete list of the required audio- and video equipment for the Hybrid Meeting, find a source for either a rental or purchase option and estimate the final associated costs.

Hybrid Meeting Room Setup and Equipment

To determine the best layout and equipment options, we used our Langley meeting location as an example.

We recommend 3 microphones (wired and wireless), 2 speaker boxes, 1 audio mixer, 4 laptops, 1 wide angle camera, 1 video projector, 1 projector screen.

See Appendix C Room Setup https://bcyukon-al-anon.org/files/AppendixCHybridTaskForce.pdf

For equipment, we focused our research on audio and video equipment which had to be purchased or rented. As for existing equipment we could use the existing projector and Area supplied laptops from our Officers and Coordinators (Treasurer, Bulletin and Secretary). At Assembly 2019, buying a new projector was planned to upgrade the existing old projector.

We recommend that it may be wise to replace the projector before the first Hybrid Meeting to ensure it will be compatible with the current equipment.

The Langley venue supplies a projector screen. We may need to rent a similar screen for AWSCM venues because they are held in various locations.

Equipment Cost

A detailed list of equipment which must be acquired is in **Appendix D Rent and Purchase** https://www.bcyukon-al-anon.org/files/AppendixDHybridTaskForce.pdf

As a resource for both, purchase, and rental, we requested a quote from Long & McQuade in Langley. The estimated cost of purchase $4,660.00 CAD (taxes included), cost of rental (Friday to Monday) is $196.72 CAD which includes a $50 reservation fee.

We recommend renting as opposed to buying equipment for this Hybrid meeting trial period.

This rental of the equipment is most cost effective for a trial period and ensures it will be in good repair as well as good quality. This equipment and room layout would ensure that:

1 In-Room -   Attendees see and <u>hear</u> the speaking Online Attendees.
2 Online -   Attendees see and <u>hear</u> the speaking In-Room Attendees.
3 Online -   Attendees get a <u>visual feeling</u> about the atmosphere in the room.
4 All -   Attendees will have the same <u>visual and audible experience</u> from the electronic presentations.

D – Our final task was to review the necessary support required to have a successful Hybrid Meeting. We developed job descriptions for support service roles during the trial period.

We recommend creating two new service positions on a trial basis.

<u>**Hybrid Meeting Event Coordinator**</u>

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

<u>**Hybrid Meeting Equipment Coordinator**</u>

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.

The Hybrid Meeting Event Coordinator should be well versed in the software (Zoom) to ensure it functions seamlessly. The Hybrid Meeting Equipment Coordinator arranges for and manages the equipment required for the Hybrid room setup. Both are needed to facilitate participation/interaction between in person and online members, to support the work of the Officers and Coordinators, and to respond to equipment or software issues that may arise. Although the two Coordinators will work closely together, with a clear division of duties (software and equipment) we attempted to avoid double headed management. (**See Appendix E for job duties** https://www.bcyukon-al-anon.org/files/AppendixEHybridTaskForce.pdf)