Arlynn's Decision Tree for Going Hybrid …   **START**   email: Arlynn@aerotech.net
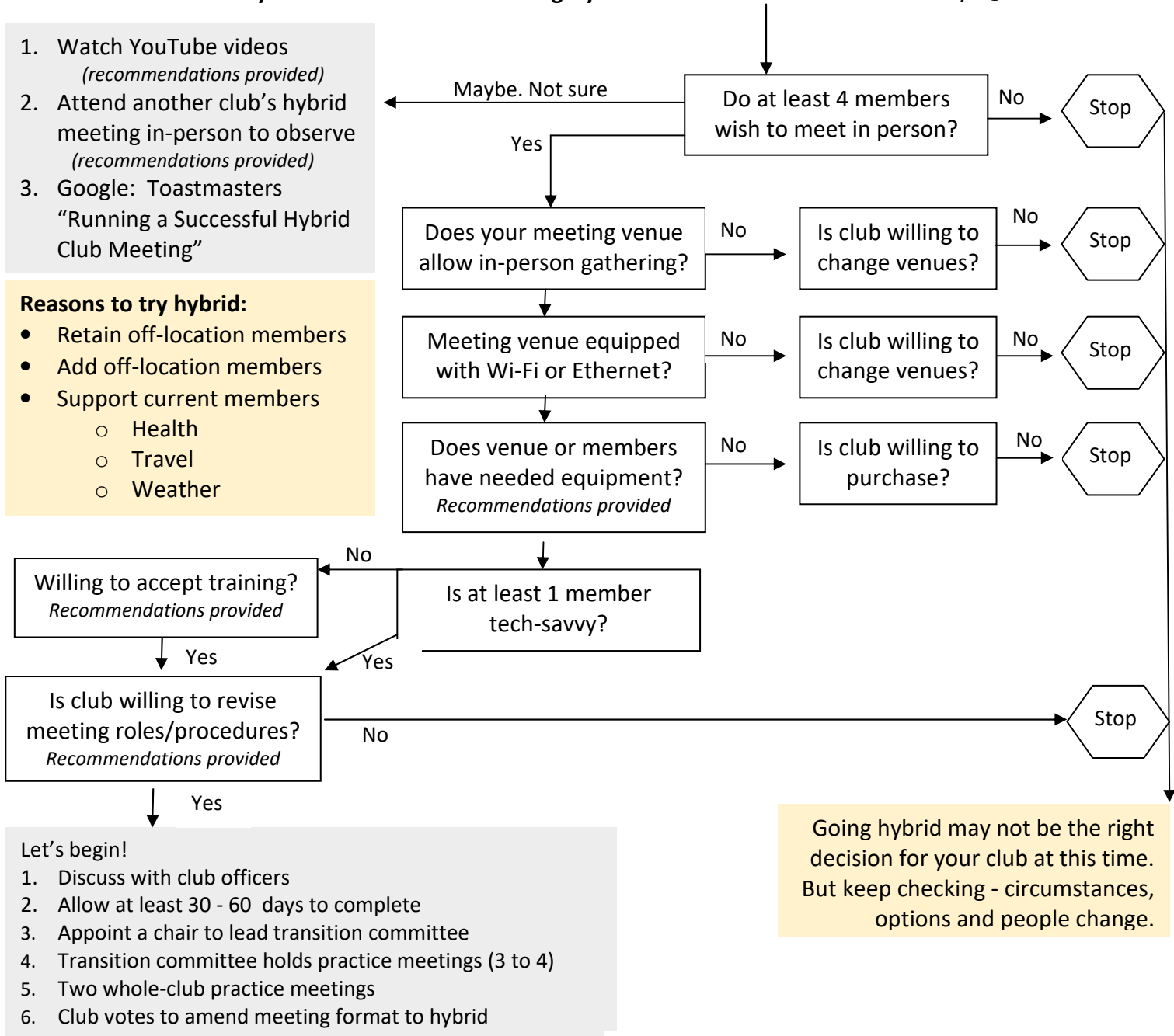
1. Watch YouTube videos
   (recommendations provided)
2. Attend another club's hybrid meeting in-person to observe
   (recommendations provided)
3. Google: Toastmasters "Running a Successful Hybrid Club Meeting"

Reasons to try hybrid:
- Retain off-location members
- Add off-location members
- Support current members
  - Health
  - Travel
  - Weather

Do at least 4 members wish to meet in person? → No → Stop

Maybe. Not sure ←

Yes ↓

Does your meeting venue allow in-person gathering? → No → Is club willing to change venues? → No → Stop

↓

Meeting venue equipped with Wi-Fi or Ethernet? → No → Is club willing to change venues? → No → Stop

↓

Does venue or members have needed equipment?
Recommendations provided → No → Is club willing to purchase? → No → Stop

↓

Is at least 1 member tech-savvy?

No → Willing to accept training?
Recommendations provided

Yes ↓

Yes →

Is club willing to revise meeting roles/procedures?
Recommendations provided → No → Stop

Yes ↓

Let's begin!
1. Discuss with club officers
2. Allow at least 30 - 60 days to complete
3. Appoint a chair to lead transition committee
4. Transition committee holds practice meetings (3 to 4)
5. Two whole-club practice meetings
6. Club votes to amend meeting format to hybrid

Going hybrid may not be the right decision for your club at this time. But keep checking - circumstances, options and people change.

Minimum equipment for up to 20 in-person attendees:
- Large monitor or projector to display Zoom Gallery so in-person audience can see online participants
- External speaker so in-person audience can hear online participants.
- Laptop, logged into Zoom, control monitor/projector and external speaker
- One device at lectern so that online participants can see/hear in-person speaker
- Optional: Chatmaster and device
- Optional: Ethernet junction box, allows multiple devices to access Ethernet
- Possible: cables and adapters for needed connections

Minimum equipment for 6 or fewer in-person attendees:
- Wi-Fi or Ethernet connectivity
- One device at lectern so that online participants can see/hear in-person speaker
- One laptop so that in-person audience can see and hear online participants.
- Optional: external speaker
- Possible: cables and adapters for needed connections