2022 Considerations for Planning a State Federation Hybrid Convention

When planning a hybrid convention, you will want to ensure in person and online attendees can both fully participate. Below we have provided a few areas to keep in mind while planning your event and some suggestions we have developed based on learning through our own trial and error.

Audio & Visual

The gold standard would no doubt be to set up a series of cameras and microphones, wiring them directly into the Zoom Webinar and projecting a stream of the online participants as they are recognized to speak. However, this may not be possible in which case we recommend at a minimum:

- Streaming the event to online participants using multiple devices:
  - one without sound to capture the visual view of the room,
  - one without sound to capture the visual view of the stage,
  - one with sound only capturing what is being said on stage, and
  - two with sound only capturing the sound of what is being said at the PRO and CON microphones
- Displaying online participants to those attending in person by using a projector or TV display, and
- Turning Zoom audio on for in person attendees when an online attendee is recognized by
  - muting input from the physical room to the online Zoom participants so that they don’t hear an echo (Remember, when someone on the Zoom call is speaking, the other online participants can already hear them, so there’s no need to stream their voice to the online participants.); and
  - using a wireless, portable speaker connected to the Zoom that the audio output can have the volume turned up when an online participant is speaking and down when they are not, or
  - positioning a microphone to capture and amplify the sound from the computer to the in person participants, or
○ connecting the output audio from the zoom to the speakers in the room
   and controlling the zoom output audio on the computer to turn it on as
   someone is recognized and off when no one is recognized.

It will be necessary to have at least one volunteer dedicated to managing this process:
   promoting-demoting panelists, turning the output volume up/down/off as online
   participants are recognized, and muting/unmuting the three different devices in the room
   so that online participants don't hear an echo with all three devices streaming the same
   sounds from the room.

Voting and WiFi

If your federation adopts the model rules without modifications, you will need to use an
   online voting platform for in person voting. This is best because it ensures everyone is
   voting in the same way and prevents anyone from voting twice. However, you should be
   sure to keep in mind whether WiFi will be available for all participants and make sure
   that everyone has the information needed to connect prior to the first vote.