**What we had onsite – full list at the end**

1. 4 laptops – including 2 from Orchestrated Audiovisual, Inc. – our amazing AV partners
2. 2 professional grade cameras – aimed at the stage (widescreen view and podium view)
3. Full stage dress kit and up lighting
4. 3 operators (tech staff for video and PowerPoints and GSAE staff for room moderation and recording)
5. Sound from the stage speakers and microphones shared directly to Zoom
6. Sharing the screen and PowerPoint from the same computer to the stage and to Zoom simultaneously.
7. The videos – we tested repeatedly and had back-ups on flash drives ready to be switched out.
8. High speed internet connection courtesy of Georgia Tech Hotel & Conference Center. Make sure that IP address is sent to the facility prior to the event. Test onsite upon arrival.

**The Unexpected**

1. Hybrid meetings are *two meetings in one* – each with its own checklist and own pitfalls.
2. We needed to identify at least two people in the livestreaming portion to serve as moderators. Staff could not manage all.
3. Trivia both online and in person could have worked more smoothly – see above moderation needs. We should have paused for both sets of responses.
4. We should have identified the process for transferring last minute material additions before the event began (there was a picture to add; needed to know email or flash drive before it happened 😊).
5. Dedicated power sources for staff computers. Zoom *eats* battery life.
6. If the primary Zoom holder logs out and logs back in, that host must make the AV company a host again (the primary log in “over writes” the previous session).
7. Reminding folks to re-mask after eating and drinking.

**What we liked**

1. SOOOO much equipment to create a good experience in person AND online. Wowza.
2. The lighting was absolutely key to make the cameras work appropriately.
3. AV company having access to set up the day before made things go more smoothly the morning of the event. We spent that time prior on testing the components and getting all the Zoom hosts set up.
4. Dropboxing everything to the production company including scripts, video, PowerPoint, and our font package.
5. Recording to the Zoom cloud meant unexpected power outages did not affect the recording.
6. Using spotlight and pinning to create the view we wanted in Zoom.
7. The camera operators were great at switching between the speaker view and her PowerPoint.
8. We linked to a separate webpage in Chat for those attendees who wanted to have the PowerPoint up on their own computer.

**Technical Equipment**

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| --- | --- |
| **SOUND** |   |
| 4 | Electro Voice SXa 250 Powered Speaker |
| 4 | Speaker Tripod Stand |
| 2 | Shure ULXD Wireless Microphone System |
| 2 | Shure ULXD J50 Body Pack |
| 2 | Lavalier Microphone (inc. backup) |
| 1 | Behringer X32 Compact |
| 1 | Shure ULXD J50 Handheld Mic w/ Clip  |
| 1 | Shure Gooseneck Podium Microphone |
| 1 | Audio Cable Package |
| 1 | Mix Position Pipe and Drape Package |
| **LIGHTING** |   |
| 12 | Freedom Par Battery Powered Uplight  |
| 4 | Elation Arena Zoom Q71P |
| 2 | 10' Pipe and Base |
| 1 | Lighting Cable Package |
| 1 | DMX 8 Channel Pocket Controller |
| VIDEO |   |
| 2 | Christie LX1000 Video Projector |
| 2 | Roll Cart with skirt |
| 2 | 9'x 16' Stumpfl Projection Screen  |
| 2 | Dress Kit for 9'x 16' Stumpfl Screen |
| 1 | 1x4 SDI DA |
| 1 | ATEM Video Switcher |
| 1 | 22" Preview Monitor |
| 1 | Streaming Conversion Box |
| 2 | DLSR Camera with Tripod |
| 2 | Laptop Computer |
| 2 | SDI to HDMI Converter |
| 3 | 100' SDI Cable |
| 3 | 50' SDI Cable |
| 4 | 10' HDMI Cable |
| 4 | 25' Straight AC Cable |
| 4 | AC Power Strip |
| 1 | Projector Clicker for keynote |
| **LABOR** |   |
| 1 | Video Technician/Livestream Engineer |
| 1 | Stage Hand |