GO HYBRID WITHOUT BLOWING YOUR BUDGET

The PRO Guide to Live In-Person Broadcasts Using Zoom

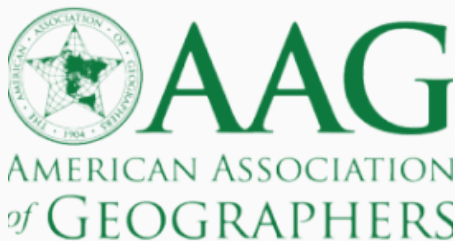# 150+ Associations Trusting OpenWater for Hybrid and Virtual Events

Need Help?

OpenWater

2020 Virtual Conference

Request a Demo at
www.getopenwater.com

AAPT
PHYSICS EDUCATION

AAG
AMERICAN ASSOCIATION
of GEOGRAPHERS

BCNPHA
BC Non-Profit Housing Association

TLTA
TEXAS LAND TITLE ASSOCIATION

THE AMERICAN COLLEGE OF OBSTETRICIANS AND GYNECOLOGISTS
1951
WOMEN'S HEALTH CARE PHYSICIANS

NACCHO
National Association of County & City Health Officials

SOCIETY for
HISTORICAL
ARCHAEOLOGY
ETHICS

BC SUPPORT Unit
Advancing patient-oriented research

APPA
American
Public Power
Association

UTC Utilities
Technology
Council

COE
COUNCIL for OPPORTUNITY in EDUCATION

NCJFCJ
NATIONAL COUNCIL OF
JUVENILE AND FAMILY COURT JUDGES
est. 1937

Who Is This Guide For?

ANY EVENT PROFESSIONAL

Anyone that wants to create a professional quality broadcast over Zoom without a large budget.

CONFERENCE MANAGERS

Conference managers that want to estimate the support staff required to create their ideal hybrid conference and build AV technical understanding.

ASSOCIATION MANAGEMENT COMPANIES

AMCs that want to establish a long term partner for technology solutions.

ACADEMIC CONFERENCES

Medical, scientific and academic conference managers that are looking for scalable solutions that fit their conference model.

Organizations that want to find the most cost-effective method to broadcast an in-person event for virtual participation.

2 Common Strategies for Creating a Hybrid Experience

This guide will help event planners that will be planning their in-person event as usual, and expect most speakers and staff to be in-person.

Under these circumstances most event planners will end up offering virtual attendees one of the two options:

1 **A LIVE BROADCAST WITH VIRTUAL PARTICIAPATION**

Option A: All Speakers / presenters are in-person and content should be live-streamed to the virtual audience.

Option B: Most speakers / presenters are in-person, 1 or 2 speakers are joining remotely, all content live streamed.

2 **RECORDED IN-PERSON AND REPLAYED FOR VIRTUAL**

Option A: All speakers / presenters are in-person and sessions are replayed virtually. Speakers rejoin the virtual conference for Q&A during their recordings.

Option B: Virtual attendees watch later at scheduled time for on-demand viewing.

1 How to Setup a Live Hybrid Experience with Virtual Participation

THE EXPERIENCE FOR VIRTUAL ATTENDEES

Virtual attendees view session slides, along with the conference camera feed and audio feed from Zoom. Virtual attendees can ask in-person speakers questions through an in-person volunteer who monitors Zoom Q&A and announces questions at the in-person event.

THE EXPERIENCE FOR IN-PERSON

In-person attendees have a typical conference experience, and watch any remote presentations (from Zoom) through the event projector and speakers.

THE IN-PERSON SUPPORT TEAM

1 AV Zoom Technician

2 Zoom Moderator Takes Questions from Virtual Participants

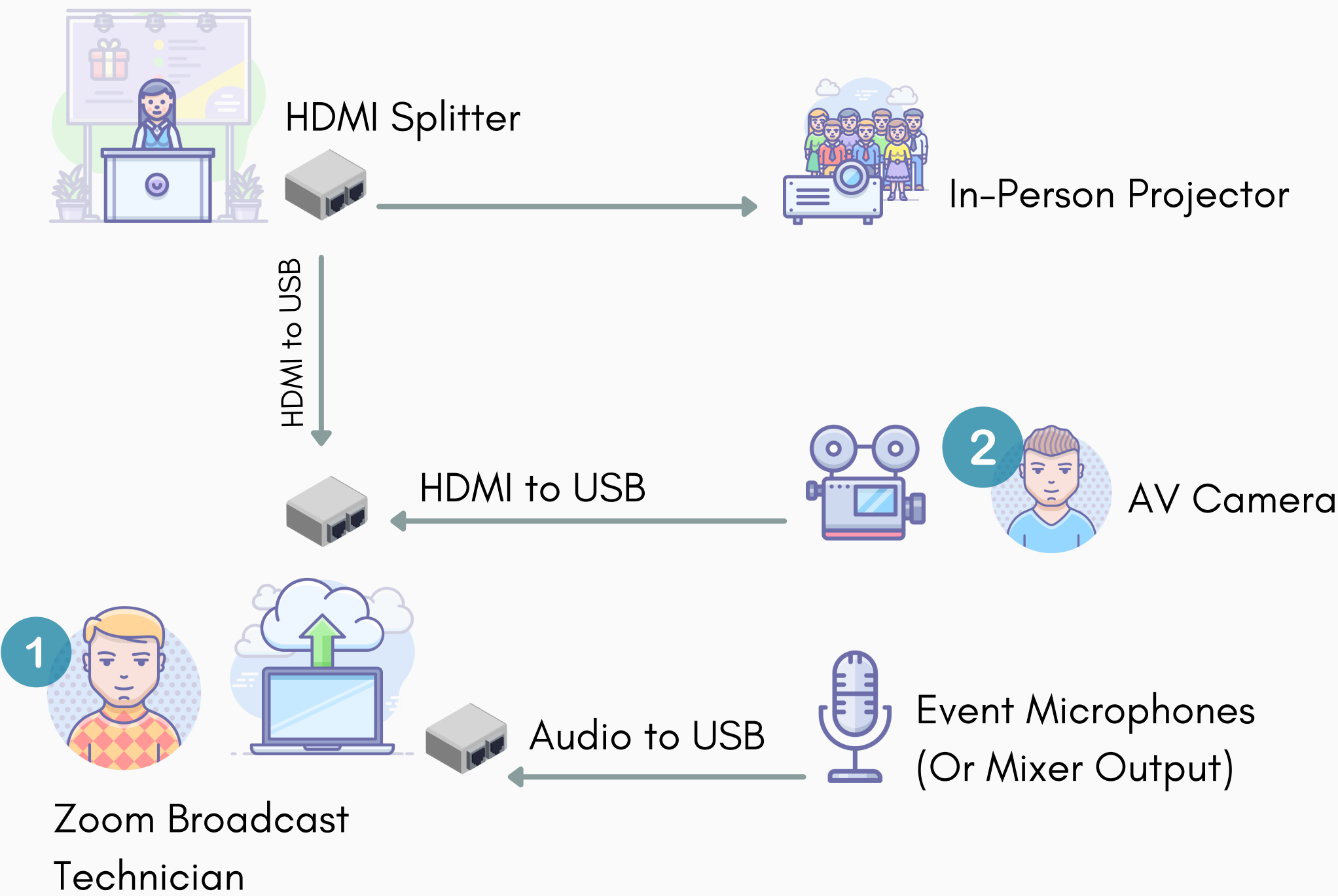**3** AV Camera Technician (Optional)
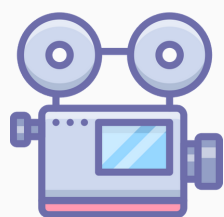
THE VIRTUAL SUPPORT TEAM

4 Tech Support for Virtual Attendees & Speakers

How to Configure a Live Zoom Broadcast with Virtual Participation

For large events, the in-person AV team will mirror the presenter computer and a dedicated Zoom broadcast technician will stream the speaker slides, conference camera, and audio to the virtual audience over Zoom.

HDMI Splitter

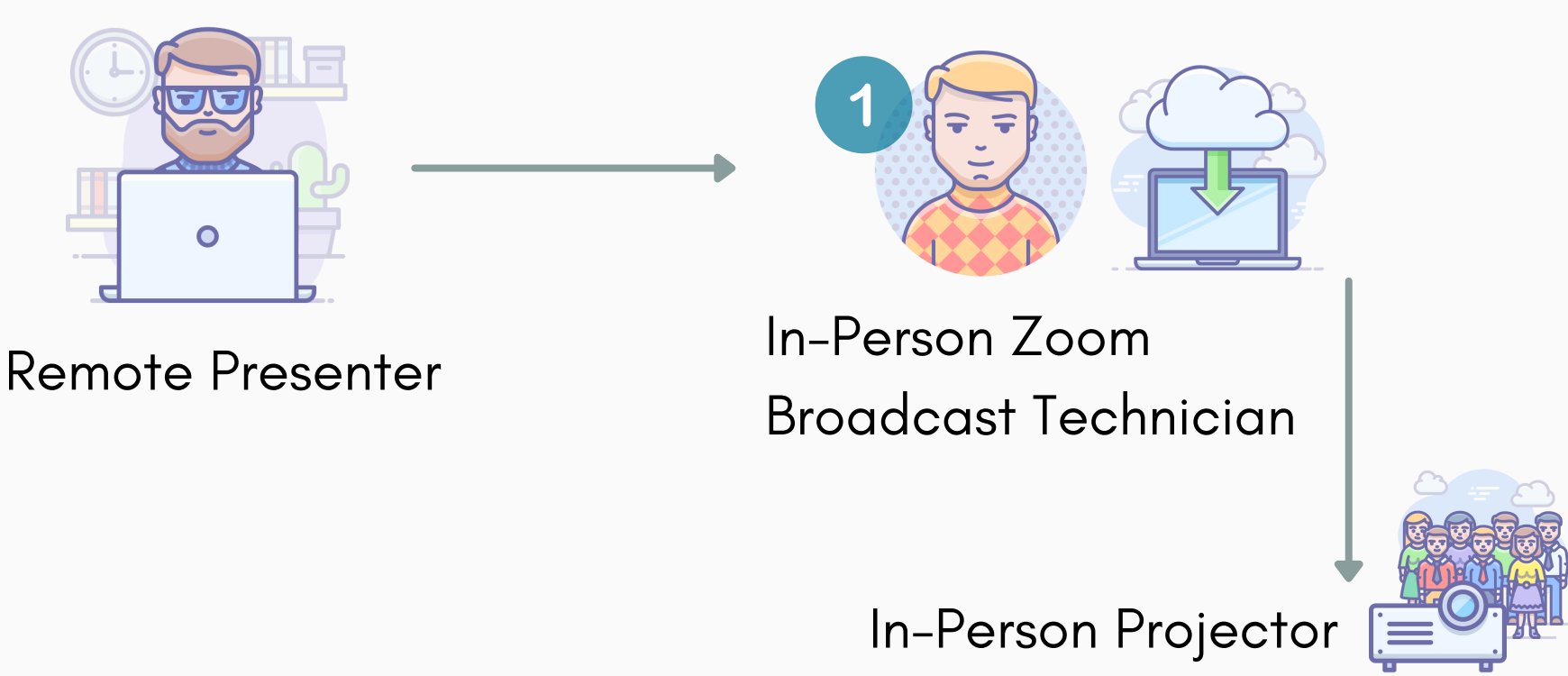In-Person Projector

HDMI to USB

HDMI to USB

2 AV Camera

1

Zoom Broadcast Technician

Audio to USB

Event Microphones (Or Mixer Output)

Want to Learn More?

Watch our detailed training videos on how to configure this setup. We'll review the specific equipment and how to setup this configuration.
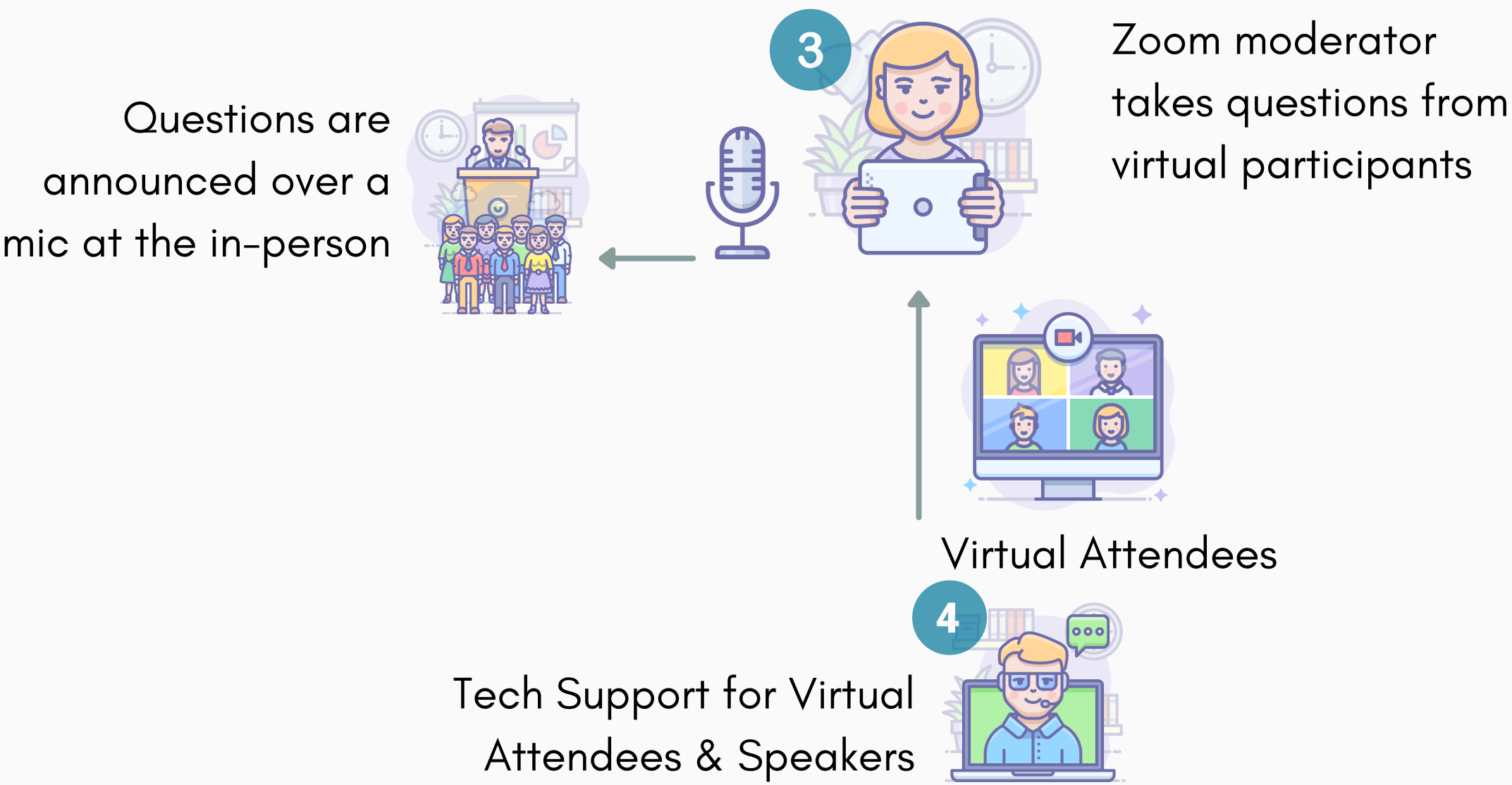
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How to Configure Remote Presenters and Virtual Q&A

Remote Presenters

The remote speaker presents through Zoom to both the live and virtual audience. The Zoom broadcast technician sends this to the in-person projector and speakers.

Remote Presenter

1 In-Person Zoom Broadcast Technician

In-Person Projector

Virtual Attendee Q&A

3 Zoom moderator takes questions from virtual participants

Questions are announced over a mic at the in-person

Virtual Attendees

4 Tech Support for Virtual Attendees & Speakers

2 How to Record an In-Person Event and Replay Sessions for a Virtual Event

THE EXPERIENCE FOR VIRTUAL

Virtual attendees can view the replays on-demand. In order to create virtual engagement with speakers, speakers can be brought back to the virtual event to answer questions in chat while their sessions are replayed.
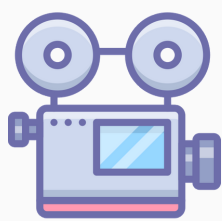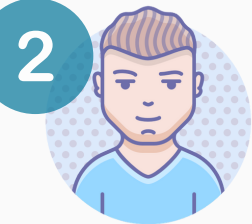
This is the most affordable!

THE IN-PERSON SUPPORT TEAM

1 AV Recording Technician for Recording Slides and Audio

2 AV Camera Technician (Optional)

THE VIRTUAL SUPPORT TEAM

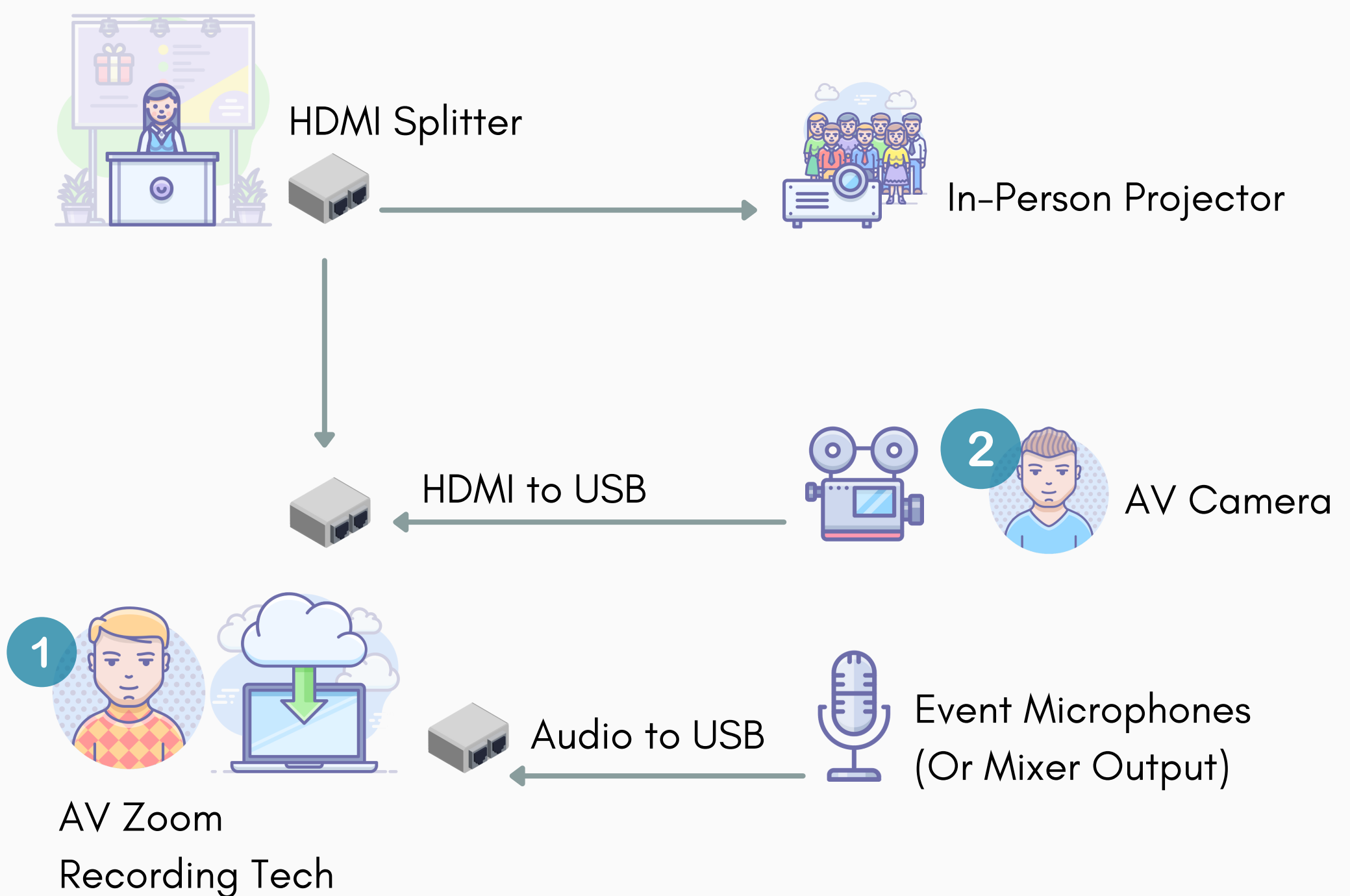**3** Tech Support for Virtual Attendees & Speakers (Optional)

How to Configure an AV Team for Recording an Event Using Zoom

For large events, the in-person AV team will mirror the presenter computer and a dedicated technician will record the speaker slides, conference camera, and audio for uploading to a virtual portal.

HDMI Splitter

In-Person Projector

HDMI to USB

2 AV Camera

1
AV Zoom
Recording Tech

Audio to USB

Event Microphones
(Or Mixer Output)

Want to Learn More?

Watch are detailed training videos on how to configure this setup. Including detailed videos that review the specific equipment.

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If you're not ready to take Hybrid events on by yourself and need help putting on your next Hybrid or Virtual Event, click below and we'll be in touch
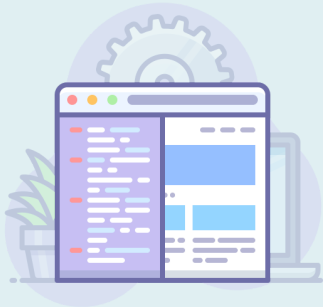
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EVENT TECH

VIRTUAL CONFERENCE PLATFORM

MOBILE APP FOR IN-PERSON CONFERENCE

ABSTACT MANAGEMENT SOFTWARE

EVENT SERVICES

VIRTUAL ATTENDEE AND SPEAKER SUPPORT / TRAINING

CONFERENCE APP & PLATFORM BUILD OUT

IN-PERSON AV SUPPORT