

# HYBRID EVENTS IN THE UNIVERSITY COMMONS

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## University Commons Operations

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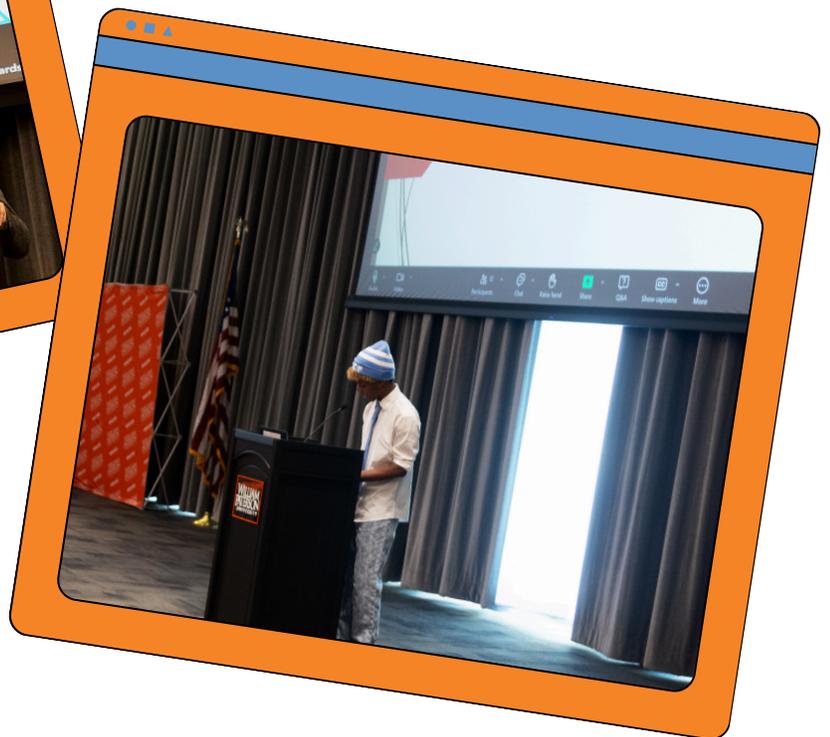
🌐 <https://wpunj.edu/University-Commons/>

📷 [ucoperations.wpunj](https://www.instagram.com/ucoperations.wpunj)

# INTRODUCTION

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Organizing a hybrid event in the University Commons Ballroom offers a unique opportunity to blend in-person and virtual experiences, ensuring broader participation and engagement. This document outlines the essential steps and considerations for successfully planning and executing a hybrid event. From technical requirements and venue setup to attendee management and interactive elements, you'll find comprehensive guidance to create an inclusive and dynamic event that caters to both physical and remote attendees.



# BEFORE YOUR EVENT

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**The following steps should be completed at least one week prior to your event date:**

## **25Live Confirmation**

- Ensure that you have the proper resources requested in 25Live including, but not limited to:
  - UC Laptop
  - Projector/Screen
  - Podium w/Microphones
  - Wireless Microphones
  - Conference Mic System (to be used when you have a panel presentation)
  - UC-Hybrid Event.
- We can only have one hybrid event at a time in the Ballroom so it is important that this resources is confirmed.

## **Microsoft Teams vs. Zoom**

- Determine if you will be using Microsoft Teams or Zoom for the hybrid portion of your event.
- Microsoft Teams
  - Presentation can be recorded and saved to Teams.
  - Chat function that does not show up as a pop up on the screen.
  - Participants can unmute themselves and have their cameras on.
- Zoom\*
  - Can have a waiting room where only registered users are let in to the meeting.
  - Chat function will show as a pop up on the screen, blocking content.
  - \*Webinar feature - ideal for hybrid events. Participants can see and hear but they cannot use the chat function, unmute, or turn on their cameras.

## **Share the Hybrid Link**

- In order to join the meeting from our AV system, we need the link. It can be sent as meeting invite or in an email. *Please send to UC-Ballrooms@wpunj.edu.*

# DAY OF EVENT

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**The following outlines how the AV will be set up for your event. UC Operations staff will be on sight to complete the setup and assist as needed.**

## **Set Up**

- Prior to your arrival, UC Operations staff will set up the Ballroom space with all of your requested resources.
- We will provide you with a UC Operations laptop on the podium. This laptop does not have to remain on the podium and can be used anywhere in the room. Ex. if you have someone controlling the slide deck, they can bring it to the side of the room.
- We will join the Teams/Zoom meeting as an attendee from the computer in the mezzanine. This is the computer that will be projected onto the screens in the room.
- All audio from the microphones in the room will run through the AV system and into your Team/Zoom meeting.
- Using the Ballroom cameras, we will provide a fixed camera perspective for the duration of your event. We can highlight the podium or a wide angle shot of the room.
- From the UC Ops laptop that is in the room, you will join the meeting as a participant. The microphone and camera should remain muted/off on the laptop. In addition, the volume on the laptop needs to be muted.
- The laptop screen **and** audio will be shared from this laptop into the hybrid meeting. This will allow virtual participants and guests in the room to see/hear the presentation.

## **Thing to Note:**

- Please plan on arriving early to test the hybrid meeting and make sure everything is working and meets your expectations.
- Anyone that joins the meeting from inside the room must mute their microphones and computer volume, if it is left unmuted, we will get feedback in the room.

# DURING YOUR EVENT

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## Meeting Monitor

- We strongly encourage you to designate one person to monitor the hybrid meeting throughout the duration of the event. Their responsibilities would include:
  - Confirming that participants can see and hear the presentation.
  - Admitting attendees in the waiting room.
  - Muting participants, if needed. Please note: DO NOT mute the Ballroom participant, this will mute the audio for everyone.
  - Monitoring any chat messages that are sent.
  - Recording the session, if needed.

## Troubleshooting

- If you cannot hear the audio during the virtual meeting, check to make sure the Ballroom attendee is not muted.
- If you cannot hear the video during a presentation that is being shared, confirm that the laptop shared both their screen and audio.
- If you are hearing double or there is feedback in the room, make sure everyone who has joined the virtual component of the meeting from inside the room is muted and their laptop audio is off.
- If you need assistance, please call 973-720-2292 and a member of the UC Operations staff will be available to help you.

