Organising a hybrid conference/webinar

These are some practical tips and a little vocabulary which you may find useful when organising a hybrid conference (i.e. with speakers in the conference **venue** and also participating via internet, using a platform like Zoom).

1/ Be very well-prepared. Hybrid conferences and webinars can work well, but need to be very well planned.

2/ To prepare the conference, ask for help and advice as widely as possible, from the university/organisation **IT team**, persons responsible for managing and overseeing the room (or rooms) of the conference, as well as from colleagues who have experience with such an event.

3/ Become very familiar with the equipment (**hardware** and software) you will use, and the web platform (Zoom, Teams, etc.).

4/ The webinar function on a platform like Zoom is similar – but different – to the meeting platform. In particular, speakers are identified as "panellists" and so have access to speak in the webinar, whereas the audience is not visible (although members of the audience can send questions to the webinar host).

5/ It is essential to practice the webinar with panellists and some spectators at least once before the event.

6/ For Zoom, a special link to the webinar is sent directly to panellists. It is important that the panellists' email addresses used for the webinar have a Zoom account. Normally, persons using their institution email address (e.g. xxx.xxx@univ-paris.fr) will be recognised through their institution's account. But if they are using a personal address (e.g. a Gmail address) they must have a personal Zoom account for this address.

7/ Sharing screens for **slideshows** usually works well, and is easy to do. Normally panellists' audio connection from a laptop works well too, and panellists speaking via internet come across clearly.

8/ However, sound **broadcast** from the conference room to panellists and the webinar audience is a bit more difficult to organise. It is advisable to test the microphone(s) in the room before the conference.

9/ It is useful to have a webinar "co-host", so that one person is operating the webinar, and someone else chairing the conference.

10/ It is practical to have a second computer for presentations in the room for speakers to use to present their PowerPoints. With Zoom, it is possible to log into the webinar on the second computer with the same **username** as the main webinar computer. The second computer is called the co-host. But be careful to cut the sound.

11/ Sound **feedback** problems can occur easily, so using only one microphone (or microphone connection) in the conference room is important. All other microphones in the room should be on mute.

12/ It is easier to take short questions and comments after presentations, one at a time. These can then be easily repeated by the conference host so that panellists and the audience can hear the questions. This is unfortunately a bit rigid. It is hard, if not impossible, to have more spontaneous exchanges between panellists and the floor.

Match the words in the top line with the words in the bottom line (answers at bottom of the page):

1) Venue	a) to transmit	**Youtube videos with further information and tips:** Small meetings: https://www.youtube.com/watch?v=z6l1asXuEjo
2) IT team	b) noise which circulates between loudspeakers and microphones getting stronger	
3) Hardware	c) place of an event	
4) Slideshow	d) identity used to log into a website	
5) Broadcast	e) a succession of images often used in presentations	Large meetings: https://www.youtube.com/watch?v=SH0EW5v8oLQ
6) Username	f) a group of people responsible for information technology	
7) Feedback	g) physical computer equipment (also, metal objects like tools, utensils, cutlery, etc.)	

Answers: 1c; 2f; 3g; 4e; 5a; 6d; 7b