Hi Jen! Here is what we use, or had used as "portable equipment" before we were able to switch to using the AV system that the WSC (Westside Service Center) has installed in the building. I'll list the necessities first:

Laptop with at least 1 USB port and an HDMI port- you may not need the HDMI port, we used it for the portable projector, and I'm not sure if a portable projector would work in a regular USB port. I'm honestly not techie enough to know that 😄 You would need a USB port to plug the mic into, and an HDMI for the projector, or possibly a 2nd USB port for the projector.

Internet Connection- wifi at your meeting space, or use a cell phone as a hotspot to provide internet connection. Depending on the cell phone provider, this may be an additional cost feature to the cell phone plan. Also the quality of your internet connection to host the zoom meeting may very well depend on the cell phone provider. We've found at the WSC that Verizon works far better than any other provider, but again that may just depend on the physical location. The hotspot ends up using between 1 and 1.5 Gigs of data per meeting, so whomever's cell phone you may be using will need to plan on that for their cell phone plan.

Blue Yeti USB Microphone- our D10 Technology chair recommended we invest the $125.00 or so that this costs, and it was well worth the price. It picks up sound from anywhere in a room, and it picks up sound from quite a distance away. The zoom attendees can hear people all the way in the back of the WSC. Here's a link. Michelle bought it with SS funds, I think she got it at Best Buy; you should be able to find it on Amazon or locally at Best Buy, or office depot/etc.

The microphone plugs into the USB port on the laptop.

<https://www.bluemic.com/en-us/products/yeti/>

Portable Speaker with AUX Input- speaker so that those in the physical room can hear those on the zoom call. The Yeti Mic plugs into the AUX input so that the computer understands what's going on with where the sound should come from. Ours was both battery powered and plugged in, this is the one we used. We had a cord that plugged into the speaker and then plugs into the mic, I am not sure if this came with the speaker or not, Michelle supplied the speaker we used so she may know better on that.

<https://www.808audio.com/portable-bluetooth-speakers/everyday-speakers/?sku=SP901>

Portable LED Projector- to show the people on the zoom call to the people in the physical room. This plugged into my HDMI port on the laptop. Michelle had bought this as well. You'd need some sort of background or screen to project it onto.

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Depending on the room and what you are choosing to do.....Michelle came up with the genius Lazy Susan turntable idea so that the laptop can spin in any direction, allowing the secretary to show on camera the person that is sharing, etc. When we started the hybrid, we did not do this, and then the folks on the zoom call asked, "can we see the person that is sharing or reading?" That's how this evolved. The laptop sits on top of the lazy susan. Zoom cannot deal with multiple camera's, unless you were to use a complicated system of software and a mixing board. Same for multiple microphones. There is actually a men's meeting in PDX that does this, but they have some folks that are far more technically advanced than we are.

We also put the names of the people in the physical room into the chat of the zoom call. This was requested when we end up with Tag format meetings, so that those on zoom know who is in person in the physical room. That could definitely be a group conscience thing.

We have 3 readings during our meeting (How It Works, 12 Traditions, and The Promises), and we split these up between the physical room and the zoom room for "equal" inclusion.

If you are using the portable projector....the secretary is sort of the "producer" of the production of the meeting lol. Michelle started the process I now follow, which is when someone in the zoom room is sharing, I switch the View on my Zoom from Gallery View to Speaker View, and that way the person sharing is "featured" on the screen. When someone in the physical room is sharing, I change it back to Gallery View. Back and forth throughout the meeting. It took me a couple of meetings to get used to doing this of course, and I do forget every once in while. Progress, not perfection 😃

That should cover most of the basics...although I imagine I forgot something lol. I'll be glad to answer any other questions or help in any other way I can. If any of your home group peeps want to come check it out in person, or via zoom, by all means have them join us 🙏

Sunday Sunshine (Hybrid AA Meeting)

Sunday 10:00am

Westside Service Center (in-person)

12945 SW Beaverdam Rd

Beaverton, OR 97005

Online Zoom Meeting

https://us02web.zoom.us/j/875139742

Meeting ID: 875139742

Password: 3312020