Onsite Tips for Leading Hybrid Meetings in Toronto

1. **STOP!** Search your inbox for an email titled "IMPORTANT: Day-Of Hosting Instructions for Upcoming ASHRAE Hybrid Webex Meeting" from lseymour@ashrae.org the week of June 13. This email is referenced several times below and includes important information for your hybrid meeting.

2. **REVIEW** Hybrid Meeting Guidelines and Procedures posted in Meeting Host Resource Center. Resource Center also includes written instructions and instructional videos for Tips for Hosting Webex Meetings (two versions: if using downloaded Webex application or launching with browser).

3. **SEND** ASHRAE Webex, or other virtual meeting link, to remote participants prior to meeting. You should have received this information in an email referenced in step 1. Or remote participants may access the meeting on the scheduled date and time by visiting ashrae.org/2022annual, scroll down and click the "Schedule" icon. Find your mind and click on the title. Click "Enter Meeting" to join directly.

4. **If requested**, a USB plug-in dual speaker and microphone will be available in your meeting room. It is labeled "Property of ASHRAE. Do not remove." You do NOT need to return this equipment after your meeting. Simply leave it **along with the USB cord and adapter** at the head table for the next meeting. **PLEASE NOTE: A projector is NOT included.**

5. SET-UP Equipment in meeting room prior to meeting
   - Whoever is hosting or running the meeting (presumably the chair) should be seated at the center of the head table (for rooms set in U-Shape) or in the middle of the table (for rooms set in Conference style). This will allow for the microphone to pick up the host's voice clearly.
   - Do NOT put the speaker/microphone near a projector or other noisy equipment.
   - Connect to your laptop, using USB-C connection or use the provided adapter to connect using standard USB. See instructions titled How to use USB Speaker and Microphone provided by ASHRAE posted on ashrae.org/meetinghostresources.
   - PLEASE NOTE: If requested, the meeting room will be outfitted with a screen in case you or one of your committee members wishes to bring their projector for the meeting.

6. Chair and Vice Chair (or another designated member attending in-person) should CONNECT to secure Wi-Fi network specifically for hybrid meeting hosts. The network name and password were sent in the email referenced in step 1. This separate WiFi network was set up to allow for added bandwidth for hybrid meeting hosts and co-hosts only. **Please do not share this login information with the rest of your committee.**

7. CONNECT to ASHRAE Webex account
   - Watch this short video or read these instructions on how to login and start a Webex meeting using an ASHRAE account.
   - Please use the Log-in and Password information sent to you in the email referenced in step 1.
   - Once logged in, ask your vice chair or another designed member in the meeting room to join the meeting Webex as an attendee.
   - Once your designated person joins, make him/her Co-Host by hovering over his/her name and changing the role to Co-Host. See video or written instructions based on how you opened Webex (via browser or using Webex application).

8. REMIND in-person members and guests in the room **NOT** to join the Webex to save on bandwidth. The only two people in the room who are using WebEx should be the chair and vice chair (or other designated member referenced above)

9. Vice Chair (or designated in-person member) should RUN electronic portion of meeting for committee chair
   - Show the appropriate files on laptop for remote participants
   - Relay messages from remote participants to chair if remote member has audio problems.

10. Onsite Support: Call **678-539-2108** for support from ASHRAE.