(Advanced) Set-up for a hybrid event

**ROOM (ON-SITE SETTING)**

1. **Screen for participants in the room**
   - Joins Teams/Zoom meeting
   - Shows slides to the screen in the room
   - Shows presenters online

2. **For tech responsible**
   - Starts Teams/Zoom meeting
   - To manage participants (let them in)
   - Quality control of audio (with headset)
   - Mic/Speaker and Camera

3. **For tech responsible** (or extra person if needed)
   - Joins Teams/Zoom Meeting
   - To present slides and move slides

**Extra Screen**

Tip: add another screen (with laptop) to the front of the room to show who is online (this helps those sitting in the room have a better sense of the outreach of the event).

**PARTICIPANTS ONLINE**

- Join Teams/Zoom meeting
- Closed mic, open camera

**CHAT MODERATOR**

- Joins Teams/Zoom meeting
- Closed mic and speaker
- Can sit anywhere

**TRANSLATOR**

**Option 1 (simpler, for small audience)**
- Sits next to the main microphone in the room
- Translates live so voice comes to the mic and people in the room can hear her/him as well

**Option 2 for translator**
- Translator sits in booth in the room
- Joins Teams/Zoom Meeting
- Opens mic when translating