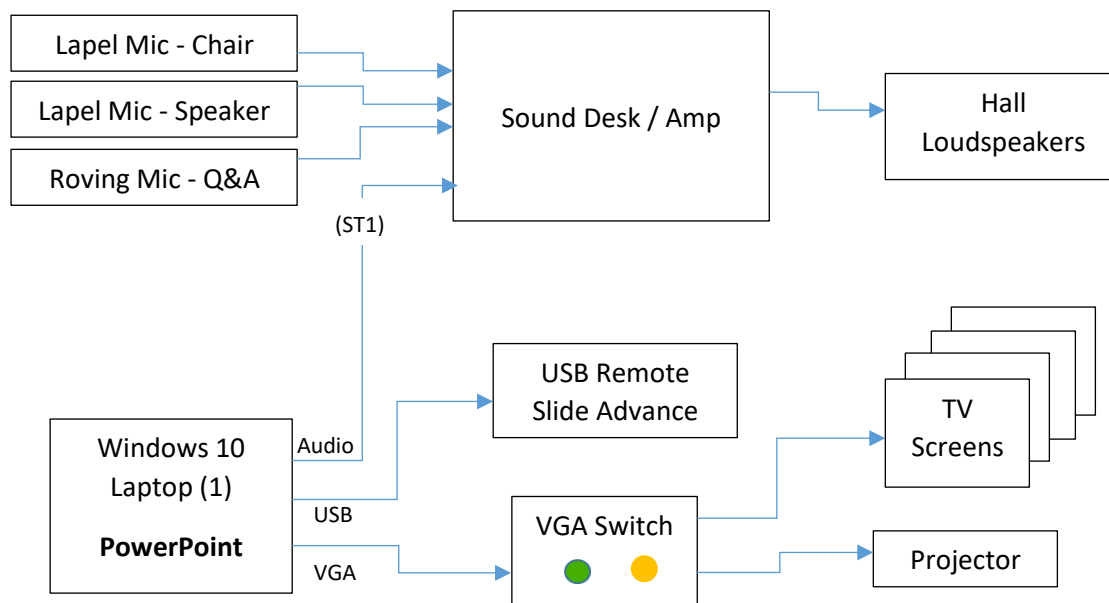


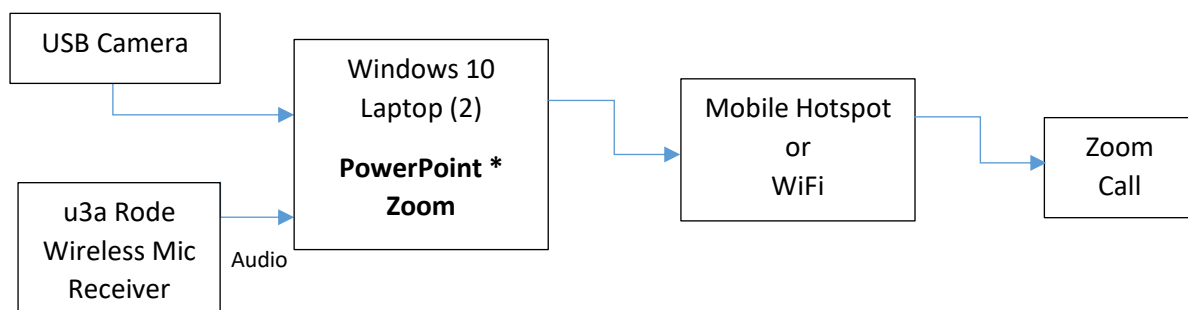
Meeting Timings

10:00 - 11:00 Initial equipment setup and testing
13:00 - Return to hall for final setup and checks
13:30 - Doors open to members - rolling PowerPoint display running in hall
14:05 - Start Zoom rolling display
14.15- 15.30pm Speaker and Q&A
16:00 - Leave hall and lockup

Hall Equipment Connections



Zoom Equipment Connections



* Second copy of Speaker's slides for Zoom screen-share.

Manual advance of slides by Zoom operator - in sync with Speaker

u3a Rode wireless mic is on the lectern on stage

Hall Audio Setup

- 2 x lapel Mic for Chair and Speaker
- Stick Mic for Q&A

Plug in microphones and do a sound level check, including the outer hall

Check sound levels of PowerPoint slides

Attach Speaker's Mic when they arrive - audio level check again if possible

Hall Video Setup

Power on laptop (1) and transfer this month's 'rolling display' PowerPoint and Speaker's PowerPoint files to desktop of the laptop

Setup and connect projector and screen on stage area. Power on TVs.

Start rolling display PowerPoint and check TVs and projector are working

Connect USB slide advance remote control, start PowerPoint and check slide advance is working from the stage area (batteries OK?)

Zoom Setup

Turn on laptop (2), transfer this month's 'rolling display' PowerPoint and Speaker's PowerPoint files to desktop of the laptop.

Connect the wireless Mic - Set to mid gain

Connect the USB camera

Phone Hotspot (If used)

Set phone to Silent -> Swipe down -> Do Not Disturb

Setup Hotspot on phone -> Swipe down -> Mobile Hotspot <ON>
(Hotspot appears as AndroidAP on laptop (Access Point))

Connect laptop to WiFi or phone hotspot

(51Mb/s down and 5Mb/s up, on BT phone hotspot)

PowerPoint

Open the PowerPoint rolling display and set it up to take 75% of the screen - Microsoft Ribbon not required

PowerPoint: Slide Show tab -> Set up Slide Show -> Browsed by an individual Window <OK>

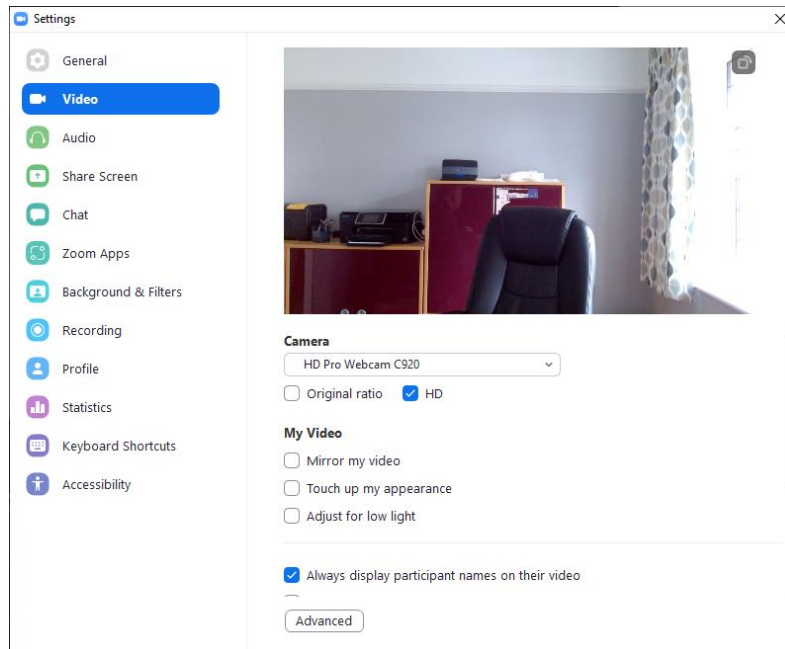
Start Rolling Display PowerPoint

Start Zoom app and login to Carmen's Zoom account on laptop

Check settings in GUI

Video: Select video source HD Pro Webcam C920

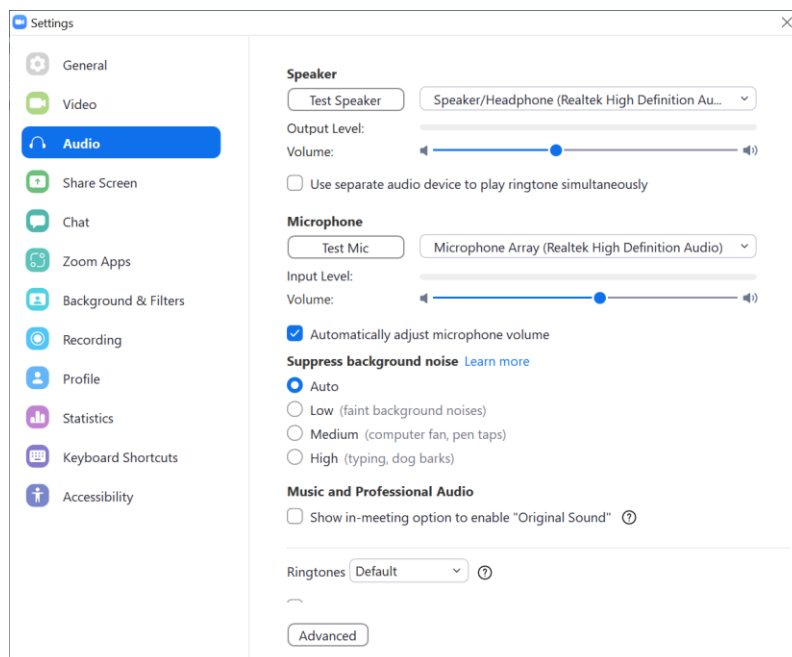
From within Zoom - Camera up arrow -> HD Pro Webcam C920



Audio: Select Audio source - Microphone Array

From within Zoom - Microphone up arrow -> Microphone Array

Tick 'Automatically adjust microphone volume'



Check microphone is working

Start Zoom Meeting

Share Screen -> Advanced -> Portion of screen <Share>

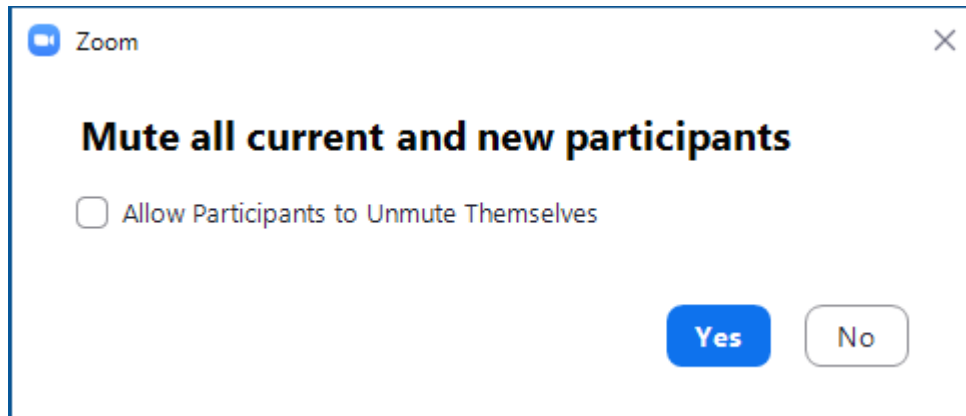
Set green box to cover whole slide area (Zoom toolbar goes to top of screen)

Click and drag out a Participants window onto desktop, ready to monitor viewers (No one will see it)

Click and drag out a chat window in case of Zoom questions

<Mute All>, from the participants window (The host will not be muted)

Uncheck the tick box which allows people to unmute themselves. Click <YES>



If there is no audio on the rolling display, don't mute the Host while the rolling display is running. People thought the sound wasn't working and were very busy complaining on the Zoom Chat. No harm in them hearing the background noise in the hall.

Check - Zoom is being recorded (If allowed by Speaker)

Check - Security - 'Allow Unmute Themselves' is <OFF> (not ticked)

Check - Speaker is not muted

Check - Laptop volume is set to 100%

When the Speaker starts

Stop Screen Share of rolling display

Open Speaker's PowerPoint slides

Reset green box share size

The Speaker should already be un-muted

Manually track the Speaker's slides and monitor for unmuted Zoom attendees. Use Up/Down arrows to manually advance slides in step with Speaker - or use slide thumbnails to select a slide

Note. Don't click around on the PowerPoint slides, it too will advance the slides

Q&A

When Q&A starts, turn off the screen share and Zoom should default to camera display of the stage