

On-site room setup guide

How the physical room is set up affects the success of a hybrid event. This is some advice on how to prepare such a space:

- Remote participants should have a camera view of the room to have a general idea of the space and how people move within it. A wide angle camera located in a high point can be useful. For a long event, change the location to another angle, to offer variety.
- A projector with a screen or a large TV should be used to share views of remote participants. This should be located in such a way that it is visible to all on-site participants. Select a room with natural light but make sure it is dark enough to allow a good view of the screen as well.



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