5 Appendix: Components of a hybrid tech kit

At APC we have designed a technical toolkit that we carry for hybrid events. Though some of the equipment can normally be rented on-site, other components are less common and so we prefer to have our own.

- Tech kit

Tech kit

What is usually needed at the venue is:

- Very good internet connectivity – preferably dedicated and with a cable connection
- A sound mixer and speakers
- A large TV or projector and screen
- Microphones, preferably wireless.

The tech kit that we travel with includes the following:

- 2 HDMI cables
- 2 Ethernet RJ45 cables
- 1 DSLR camera
- 1 Bluetooth speaker
- 1 video capture USB device
- 1 audio capture USB device
- 1 webcam

This hybrid tech kit suggests a minimum, a desirable and an ideal setup for hybrid events. Technical specifications of each individual item can be found in the next section of this file.

Minimum:

- 1 laptop computer
- 1 USB audio capture device
- 1 USB video capture device
- 1 HDMI cable
- 1 camera for room view
- 1 tripod
- 1 microphone
- 1 speaker
- 1 audio mixer
- 1 TV or projector and screen
- **Staff:** 1 to 2 people to fill the role of hybrid moderator support (if only 1 staff, they will be really busy) and volunteers for camera and microphone handlers.

Note: In theory, an even cheaper setup could be possible by using smartphones to replace cameras and microphones, but we haven't tested this alternative yet, and although it would be cheaper, there is a bigger chance of facing technical issues.

Desirable:

- 2 laptop computers

- 1 USB audio capture device
- 2 USB video capture devices
- 2 cameras, one for room view and another for speaker view
- 2 HDMI cables
- 2 tripods (or at least one, since the other camera can be propped up)
- 2 microphones (1 for speaker, 1 for participants)
- 1 speaker
- 1 audio mixer
- 1 TV or projector and screen
- Wired Ethernet connections and 4G hotspot-capable smartphone as backup
- **Staff:** 2 people to fill the role of hybrid moderator support and volunteers for camera and microphone handlers.

Ideal:

- 3 laptop computers
- 1 USB audio capture device
- 2 USB video capture device
- 3 cameras (1 DSLR/mirrorless for speaker view and 2 action cameras or webcams for room view)
- 3 HDMI optic fibre cables
- 2 tripods
- 3 microphones (1 for speaker, 2 for participants)
- 1 speaker
- 1 audio mixer
- 1 TV or projector and screen – projectors are better but they require a darker room with (ideally) almost no external lighting
- Wired Ethernet connections and 4G hotspot-capable smartphone as backup
- **Staff:** 3 people to fill the role of hybrid moderator support and volunteers for camera and microphone handlers.

Note: We have also noticed the emergence of new devices for hybrid events – such as, for example, https://owllabs.com/products/meeting-owl-3 – that include cameras that auto zoom on the speaker, whiteboard, microphone and sound, all in one device, but we haven't tested them yet, and this is why they are not included on the list.