



## Best Practices for Hybrid Meetings & Next Steps to Implementation

**The Issue:** People are getting sick or testing positive with Covid and can't attend in-person meetings, but still want to attend G7.

G7 leadership has decided to encourage G7 Chapters to host hybrid events going forward until we can get past this. The purpose of this Best Practices Brief is to share options for doing this, and what G7 Support needs for Eventbrite Events Page Updates to help you provide the virtual meeting link to your members and guests.

**Step One:** Decide which Virtual Platform works best for you: Zoom or Google Meet

**Step Two:** Needed Electronic Hardware for facilitating in person/virtual hybrid G7 Events:

- Minimum: Laptop or tablet with internet access
- Best: Conference Room TV or Projection, via HDMI cable, and Laptop.
- We are Testing the J5create 360 Degree All Around Meeting Webcam - 1080P HD Video Conference Camera with High Fidelity Microphone, USB-C | for Video Conferencing, Online Classes

**Step Three:** Email your Virtual Event Link information to [support@g7networking.com](mailto:support@g7networking.com) so we can update your Chapter's Eventbrite Events! Here's the information we'll need:

- Name of Virtual Service
- Link
- Any meeting ID#
- Any password
- Any dial in options.

**Step Four:** Virtual Members and Guests must register through Eventbrite to receive the virtual meeting information.

**Step Five:** Make sure to arrive 20-30 minutes before your event starts to test systems and activate the online meeting.

As always, if you need help, reach out to Eric, Chris and Bob or email us: [support@g7networking.com](mailto:support@g7networking.com).