Hybrid Zoom Setup Procedures

Definition of a Hybrid Meeting:

A hybrid meeting occurs when an attendee is unable to participate in person, and the Department of Psychology team (including staff, faculty, and students) gathers in Elliott Hall.

Required Equipment

- Laptop
- Web conferencing camera/microphone

Scenarios

One Person in Elliott Hall:

- Utilize your laptop and camera.
- Lead the meeting in the standard Zoom format.

Two or More People in Separate Rooms in Elliott Hall:

- Utilize laptops and cameras.
- Conduct the meeting as a typical Zoom session.

Two or More People in the Same Room in Elliott Hall:

- Space for group meetings has already been reserved. Work with your Area Support Specialist to determine the appropriate room.
    - We strongly encourage using a room with conferencing equipment or scheduling time with Amanda Schmit (amsuchy@umn.edu) to go over the equipment you will be using.
    - If the desired room does not have web conferencing equipment available, borrow a department camera and microphone for the day.
- Hold the meeting as a typical Zoom session using the room's single camera/microphone equipment.

Assistance

Amanda Schmit (amsuchy@umn.edu) will be available on the day to assist with any Zoom-related issues. Additionally, you can schedule a meeting with her in advance for technology walkthroughs and to address any questions.