



## 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](mailto: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](mailto: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.