

Consider:

- An infinite amount of ways to create hybrid programs. BPL decided to prioritize the ease of use to the staff member running the program.

Already owned: 2 laptops with downloaded OBS software

Bought:

ipad	ipad 32gb wifi
mic	Shure MV88
light	Aputure MC RGBWW LED Light
tripod	Vanguard Alta Pro 263AB 100 Aluminum-Alloy Tripod
ipad mount	IK Multimedia iKlip 3 Video

Hardware Set Up

1. Laptop 1 (Presentation) – Presentation through OBS software
 - a. Lectern with HDMI Cord
2. Laptop 2 (Director) – Director of the Zoom Webinar
3. Institutional iPad on Tripod (Camera)
 - a. Microphone – Always plug in iPad before starting Zoom. This turns it on.
 - b. Make sure iPad is CHARGED since the microphone will use the charging port and cannot be charged simultaneously

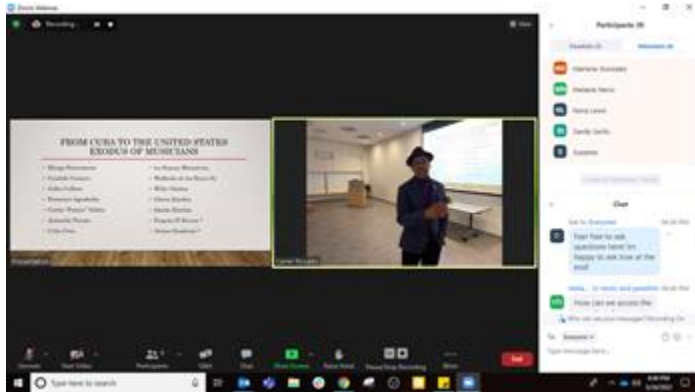
Zoom Set up - Created Zoom Webinar in advance & emailed myself a panelist link

- Open Zoom with participant links
 - First one opened (ie: Laptop 1, Laptop 2, iPad) will default to Host while the others will be Co-Host
 - I like to rename the Zoom windows as Camera, Presentation, and Director to keep them all straight.
- Enable Recording to Cloud – skip, if not recording
- Enable Subtitles
 - You can “Hide subtitles” from your screen, but they will still be on in the program
- Enable “Original Sound” if need to hear more of background noise like music
- Hide Non-Video participants so you don’t have the “director laptop” on the viewing screen
- Mute both laptops so sound is only coming through the microphone on the iPad

OBS Set Up – AV Dept. set this up for me.

- Open OBS
- Open Presentation – Click on Presentation so it is outlined in the red & you see it pop up in the OBS window
- I just know to click on **Start Virtual Camera**

View During Program: Here is what the Director's View looks like during the program. If you don't rename Zoom windows, then all of them will say your zoom login name. For example in the picture below, I renamed one to presentation and forgot to change the other to Camera...so it still says Caren Rosales.



Here is a picture of the set up in one of our branch community rooms. You don't see the iPad, as I'm using it to take the photo J

