

Tips for Self-Hosting a Hybrid Conference: Organizing QUPosium

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In the past two years, we have rediscovered the convenience of online meetings. Although traditional face-to-face meetings and events have resumed, there has been an increased demand for online participation opportunities. Drawing from my experience of hosting hybrid events and conferences, I would like to provide some practical tips on how to effectively prepare for a hybrid conference.

Event Purposes

Why host hybrid events and meetings? While online tools become more accessible and hybrid barriers decrease, host responsibilities rise. Depending on the purposes of your event, it's better to decide from the outset whether to prioritize in-person or online interactions. Full online solutions may be suitable for certain goals. Additionally, consider outsourcing important events.

- Purposes of the event/conference are clearly defined

Event Requirements

After deciding to host the conference as a hybrid format, our next step is to define its size, which includes the number of speakers, presentations, in-person participants, online participants, and other relevant details.

- _____ Speakers
- _____ Presentations
- ____ / ____ Attendees (in-person/online)
- Streaming platform

Equipment Selection

Prepare equipments based on your need. For small events or conferences, individual computers and Zoom can be used. However, for the event with many speakers, we recommend using dedicated hardware, such as a video switcher and audio mixer. If purchasing is not within your budget, rental services are also available.

- _____ Video switchers
- _____ Audio mixer
- _____ Cameras & Tripods
- _____ Microphones (wired/ wireless)
- _____ Laptops (controls / Zoom / etc...)

↑ fill in numbers

Timelines & Check Lists

Venue Checks (1st time) / 1 month prior to the day

- Equipment selected? Visit the venue.
For first-timers, plan two visits. At the first visit, check venue systems such as built-in systems, LAN ports, power outlets, audio and video connections.
- Usage of the conference system
 - Input/Output pathways for external video/audio
 - Number and location of power outlets
 - Number and location of LAN ports

Venue Checks (2nd time) / 2 weeks prior to the day

- The second visit is to ensure equipment functions properly. Fix any issues found promptly, as they won't resolve on their own. Schedule additional venue checks if needed.
- Presentations could be projected
 - No audio feedback issues in the venue
 - Video sources could be switched
 - Video and audio could be streamed
 - Network connection is stable for streaming
 - Adequate number and length of cables prepared

The Day

- Now, it's time to get down to business. If you are well-prepared, all you have to do is wait for the start. However, as usual, you will be busy before the event begins. Don't forget to start recording.
- Venue checks (Refer to item 5 above).
 - Started the Zoom session
 - Started the recording to SSD

Clean Up

- When the event is over, let's clean up!
When putting things away, let's organize them with the next use in mind. Make sure you don't forget anything before you leave!!
- Safely powered off all equipment
 - Disconnected all cables from the equipment
 - Organized equipment by type
 - Verified the number of equipment
 - Checked for any forgotten items

Summary

While tools like Zoom have simplified online streaming, hybridization still demands a certain level of time and effort. It's also important to consider your budget and preparation time to find a realistic solution.

We hope that this poster will provide valuable assistance. Please use it as a checklist.

