How to Plan a Virtual Hybrid Meeting & Event at Georgia Tech

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About OIT-AV

• Client-Focused AV Support

• Classrooms, Conference Rooms, Production Spaces

• One-Stop Shop:
  • Design
  • Project Management
  • Support
Fully Remote Events

Which app should you use?
1. Type and size of audience
2. Access for Presenters
3. Attendee views and Functionalities

I Went Through It So You Don't have To

- ALWAYS do a run-through around the same time of day the event will be held
- Disconnect from a VPN and preferably connect through ethernet
- Have a backup online
- Check and triple check the link you send out to the public
Environment/Infrastructure

When planning an event, what do you look for in event spaces?

• Capacity (will the space accommodate the number of participants in the event?)

• Facilities (Restrooms, Food Serving Area, Storage, Accessibility, Loading Dock, etc.)

• Location on campus (easy to find and parking)

• Installed Technology in the event space (will it meet the needs of the events?)
Environment/Infrastructure

Technical Capabilities of On-Campus Spaces
https://specialevents.gatech.edu/resources/event-spaces/campus

• **Cost-recovery spaces**
  • GLC  https://pe.gatech.edu/global-learning-center
  • Campus Commons (Exhibition Hall) https://studentcenter.gatech.edu/event-services
  • Student Success Center https://ssc.gatech.edu/
  • Wardlaw (Gordy Room)

• **Departmentally Owned Spaces** (Reservation via Department)
  • EBB 1005
  • Nanotech Seminar Rooms – 1116, 1117 and 1118
  • Library Spaces: Contact event@library.edu or Kimberly at kgolerstubbs3@gatech.edu
  • Dalney
  • CODA Atrium (9th Floor)
Environment/Infrastructure

Technical Capabilities of On-Campus Spaces

- **Academic Space with Control Booths: Class Schedule Takes Priority**
  - Clough 144 or 152
  - Architecture 123
  - College of Business 100

- **Academic Spaces with self-service capabilities: Class Schedule Takes Priority**
  - Kendeda 152
  - IC 103
  - MS&E G11
  - ES&T 1255
  - ES&T 1205
Environment/Infrastructure

Do you Budget for an event? If so, what does your budget cover?

- Room Booking
- Food Services
- Facilities Custodial Services
- Parking
- Event Operators
- Technical Support Staff
Environment/Infrastructure

What factors made you return to the same space?

What factors made you not want to utilize an event space again?
Hybrid is the New Norm

Remote Working Population

Tools + Bandwidth vastly improving

Integrated technology (nearly) everywhere

Setting Expectations with Customers is Key!
Lessons Learned, Best Practices

**Role Dependent**
- Moderator, Presenter, Attendee, Technician

**Audio**
- Wired when possible

**Network**
- Private/Robust
- No VPN

**Behavioral**
- Book appropriate spaces
- Test in advance with your customer
Discussion

• How do you see hybrid culture benefitting, detracting from your department’s goals?

• What other challenges have you encountered?
Thank you!

OIT Audiovisual Services

av.oit.gatech.edu