

# 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](mailto:event@library.edu) or Kimberly at [kgolerstubbs3@gatech.edu](mailto: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](http://av.oit.gatech.edu)