

## National Capital Area ACA (NCA ACA) Intergroup Hybrid Meeting Test Results

The NCA ACA Intergroup experimented with various technical configurations regarding how to set up a hybrid meeting. The following is a summary of the results of testing in a room approximately 25'x20'. A laptop was set up on a table in the center of the room.

**Disclaimer:** The NCA ACA Intergroup is not endorsing any specific configuration or products, but simply sharing results. We also recommend checking with your local meeting location and following any requirements for that location for hybrid meetings.

1. **Wifi:** Preferred bandwidth 5mbs or more (up and down). Note: it is possible to run a zoom meeting with less, but it is preferable to have 5mbs or more to prevent freezing of the video.
2. **Camera:** 1080p with 360 degrees swivel was easy to rotate to focus on the person sharing. Picture was clear. Comes with a small tripod. Used it on a table in the middle of the room. The small tripod did not provide enough height so we clipped it to the laptop which worked well. Cost was \$25.



[https://www.amazon.com/gp/product/B08BL5T49X/ref=ppx\\_yo\\_dt\\_b\\_search\\_asin\\_title?ie=UTF8&psc=1](https://www.amazon.com/gp/product/B08BL5T49X/ref=ppx_yo_dt_b_search_asin_title?ie=UTF8&psc=1)

3. **Microphone:** USB omnidirectional conference microphone (disc). The microphone is advertised to have a 16' radius. People were clearly heard around the table and from 10' away. (2 rows back) . From the third row about 13' away, people could be heard and understood but was a bit quiet. Cost was \$26.



[https://www.amazon.com/gp/product/B08NDB5NWP/ref=ppx\\_yo\\_dt\\_b\\_asin\\_title\\_o00\\_s00?ie=UTF8&psc=1](https://www.amazon.com/gp/product/B08NDB5NWP/ref=ppx_yo_dt_b_asin_title_o00_s00?ie=UTF8&psc=1)

4. **Bluetooth Speaker/Microphone:** Bluetooth 5.0 pill shaped microphone/speaker. The speaker could be heard well throughout the room wherever it was placed. When the person who was sharing held it, the speaker could be heard perfectly. When used as a microphone and placed on the center of the table, it was not quite as good as the disc microphone, as the bluetooth one is not omnidirectional. The device can be passed from person to person for better microphone pickup but the user needs to be careful with the direction it is facing because it is not omnidirectional. Cost was \$33.



<https://www.amazon.com/dp/B07594HZ6Y>

5. **Notes on Zoom Setup:** Important to use a laptop - because tablets and phones don't have full options for audio and video settings. Zoom on the laptop allows the user to choose camera, microphone, and speakers. If attaching (or pairing) these devices to the laptop there are likely to be multiple options for a device. Be sure to choose the device you want to use as Zoom usually selects the laptop's default devices.

If the meeting room has a TV, many laptops can easily output video via HDMI or other connection so everyone present can see the Zoom attendees.