Mixed Mode Ad Hoc Agenda

G. Zimmerman 6/5/2022

ec-22-0113-00-00EC

Meeting details/attendance

- Meeting held 1pm-2pm Pacific time, via WebEx

- See attendance at right:

- Chair & Notes:
  George Zimmerman

- Next meeting:
  TBA

Attendance to be added

Meeting Goals

- Communicate July meeting mixed-mode plans

- Answer questions

- Identify any action items / remaining questions to work

Summary of Key Points from Last meeting

- Meeting is to be run as an in-person meeting.
  - Local time zone schedule for meetings
  - Local participants attend as an in-person meeting
  - Remote access is provided to remote participants to view/present/interact similarly to on-line meetings (best effort)
- In-person participants are admonished (stronger than encouraged) to stay OFF the Webex/zoom/teams/conference tool of your choice – Not about open mics – about audio output to room
- Presentation/room computer is logged into conference tool (ideally from a volunteer-supplied PC), and projector is showing web-conferencing tool view
- A chair, vice-chair, or designate, is logged into the conference tool and monitoring the queue (based on experience this is probably a second room log in, since monitoring the queue doesn't work well when presenting) – this person manages the online queue for the chair to integrate with the floor queue.
- Audio comes from a floor mic or the chair/dias mic which is mixed into room speakers and outgoing sound by the sound board.
- Working groups need to decide voting rules, etc. for subgroups (some use different rules for electronic meetings than in person – what to use for hybrid?)

Questions from Last meeting

- Dedicated PC or facility-provided PC? (or a mix...)
  - Get question out to chairs ASAP, possibly have a small number of laptops just in case...
  - Get specs from site -
- Test small meeting microphone scenario
- Test low-cost remotes at site – chromebook/ipad/android tablet
- Individual presenters log into conference tool to present – with audio muted on entry or not connected. (try testing with a couple presences)
- Need to minimize overlaps with some sensitivity to potential leaders

Presentation

- Jon Rosdahl – update on July plans

Backup

ec-22-0113-00-00EC

From April 2022 Exec Secretary Report 802-EC-22-0080-01

Mixed Mode Meeting requirements - (1)

1. Local room requirements:
    a. hear local participants (some microphones may be needed and the number is per size of room).
    b. See presentations (projection of central machine or chair's machine for local observation).
    c. Local Queue management is by lining up to microphone.
    d. Provide local audio and screen presentation to remote participants (WebEx, Zoom, Proprietary)
    e. Hear remote participants (audio from remote should seamlessly be injected in the local room.)
    f. Remote Queue management to be integrated with local participants queue (Chair may need a VP to watch and manage fair queue access)
    g. Remote presentations need to be presented to Local room. (central machine or chair's machine to project remote shared screen).

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From April 2022 Exec Secretary Report 802-EC-22-0080-01

Mixed Mode Meeting requirements- (2)

2. Remote access requirements:
   a. Hear local participants (Local participants need to speak into microphone to ensure injected into remote system)
   b. See Local or Remote presentations (projection of central machine or chair's machine into remote access tool).
   c. Request remote queue (need to indicate desire to speak and be called on when appropriate).
   d. Speak - Need to be able to speak to the Local and remote participants
   e. Present - Need to be able to have a remote presenter (this can be done by the central machine or chair's machine or sharing of remote screen).

Mixed Mode Meeting requirements - (3)

3. General requirements

    a. Local room to integrate local and remote audio

    b. Local room to have a method of sharing remote info to local screen

    c. No requirement for local participants to login to "see" remote information.

    d. Explicitly preclude local participants from connecting audio to prevent audio feedback loop.

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Draft Room Resource Allocation

Big meetings (≥ 100, e.g., WG plenaries)	Medium meetings (35-100, e.g., Task Forces)	Smaller meetings (30 or less)
• Head table (4) • 1 projector/screen • 2 tables mics • 1 or 2 floor mics • Sound system (speakers, sound board, etc.)	• Head table (2) • 1 projector/screen • 1 table mic • 1 floor mic • Sound system (speakers, sound board, etc.)	• U-shaped or board meeting setup • 1 room microphone • Portable or speakerphone-type • Sound system (speakers, sound board, etc.)