



HYBRID COUNCIL MEETINGS

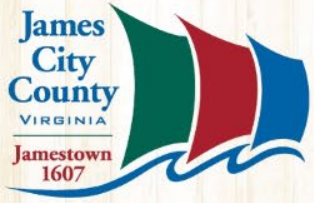
Chris Williams
Video Production Administrator

OUTLINE

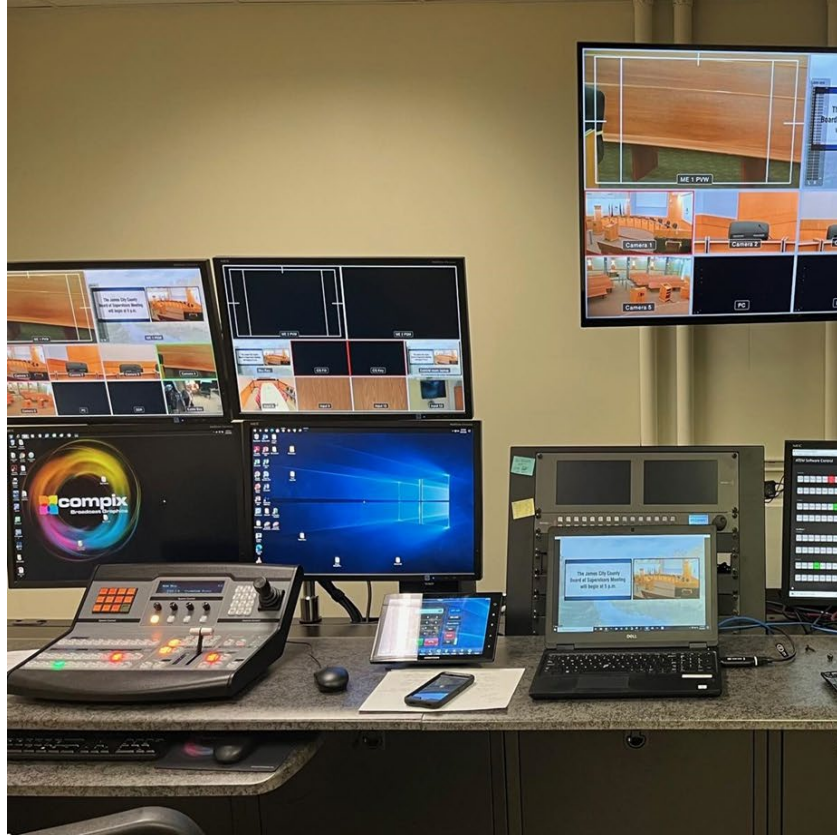
- Our pre-pandemic hybrid meetings
- Our pandemic timeline
- Our current setup
- Our biggest challenges
- Best practices and takeaways

ABOUT JAMES CITY COUNTY

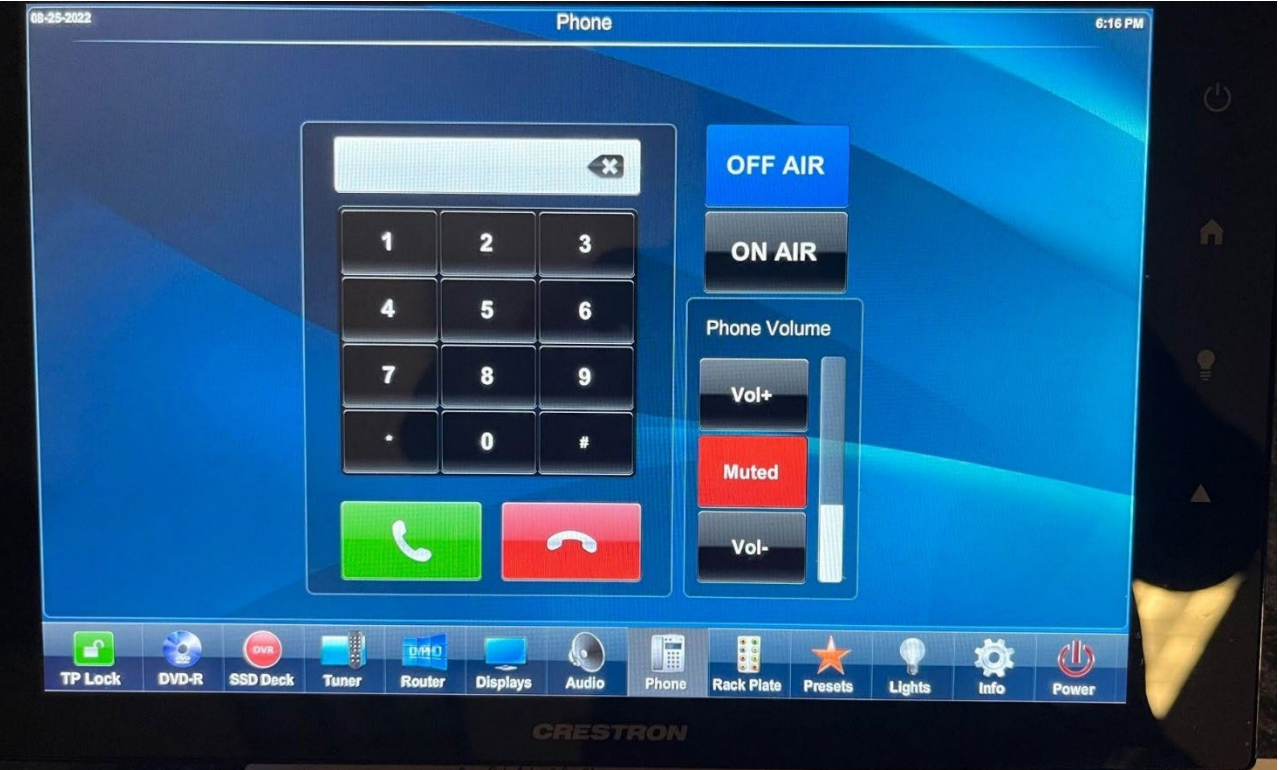
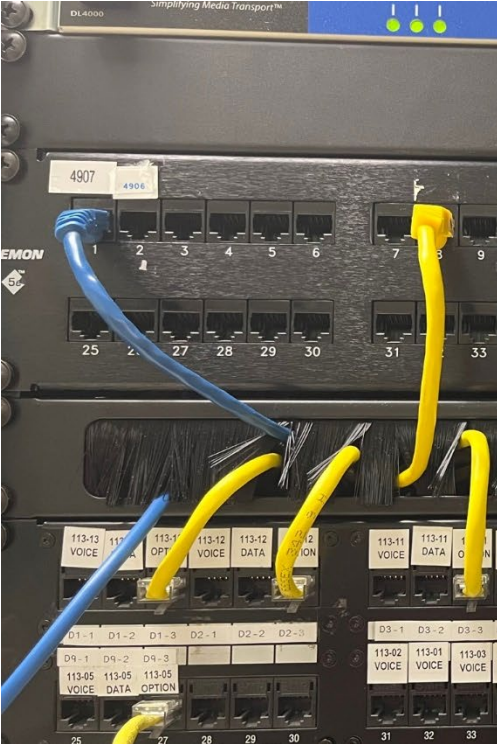
- Greater Williamsburg, VA area
- Live broadcasts of Board of Supervisors, Planning Commission, Chesapeake Bay/Wetlands Boards, and School Board
- Produce videos for departments, agencies; program and maintain local PEG channels
- Operate out of two different locations



CONTROL ROOM



ORIGINAL HYBRID SETUP



TIMELINE (SHUTDOWN)

- March 16: Zoom account created
- March 17-23: Testing
- March 23: County offices close
- March 24: First hybrid meeting during pandemic

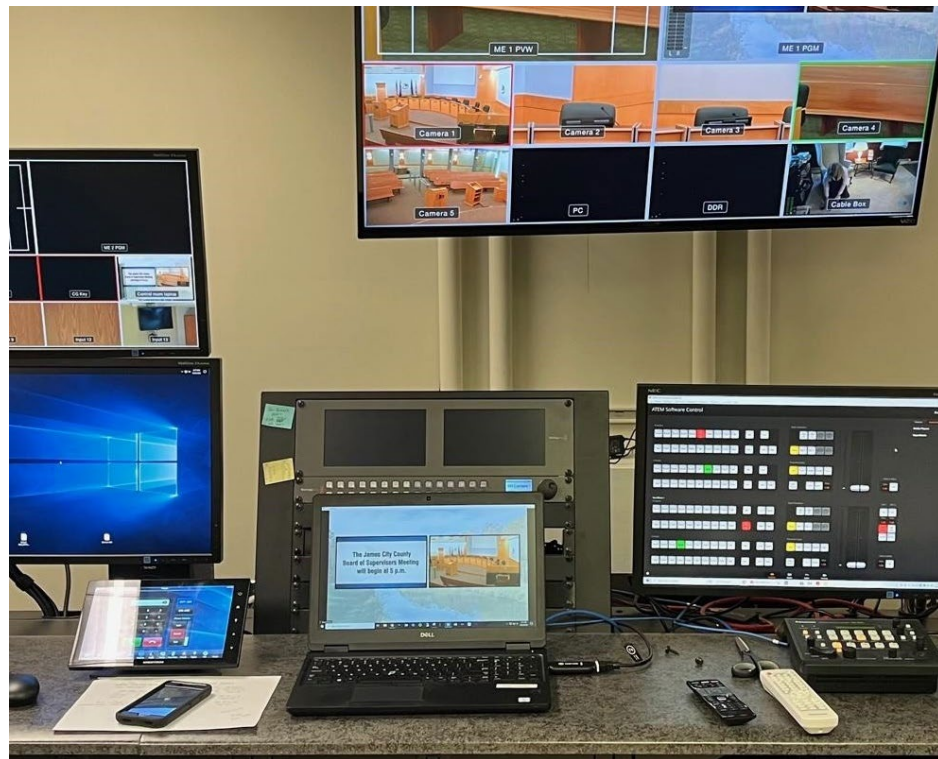
ZOOM PHONE SETUP



TIMELINE (ZOOM VIDEO BREAKTHROUGH)

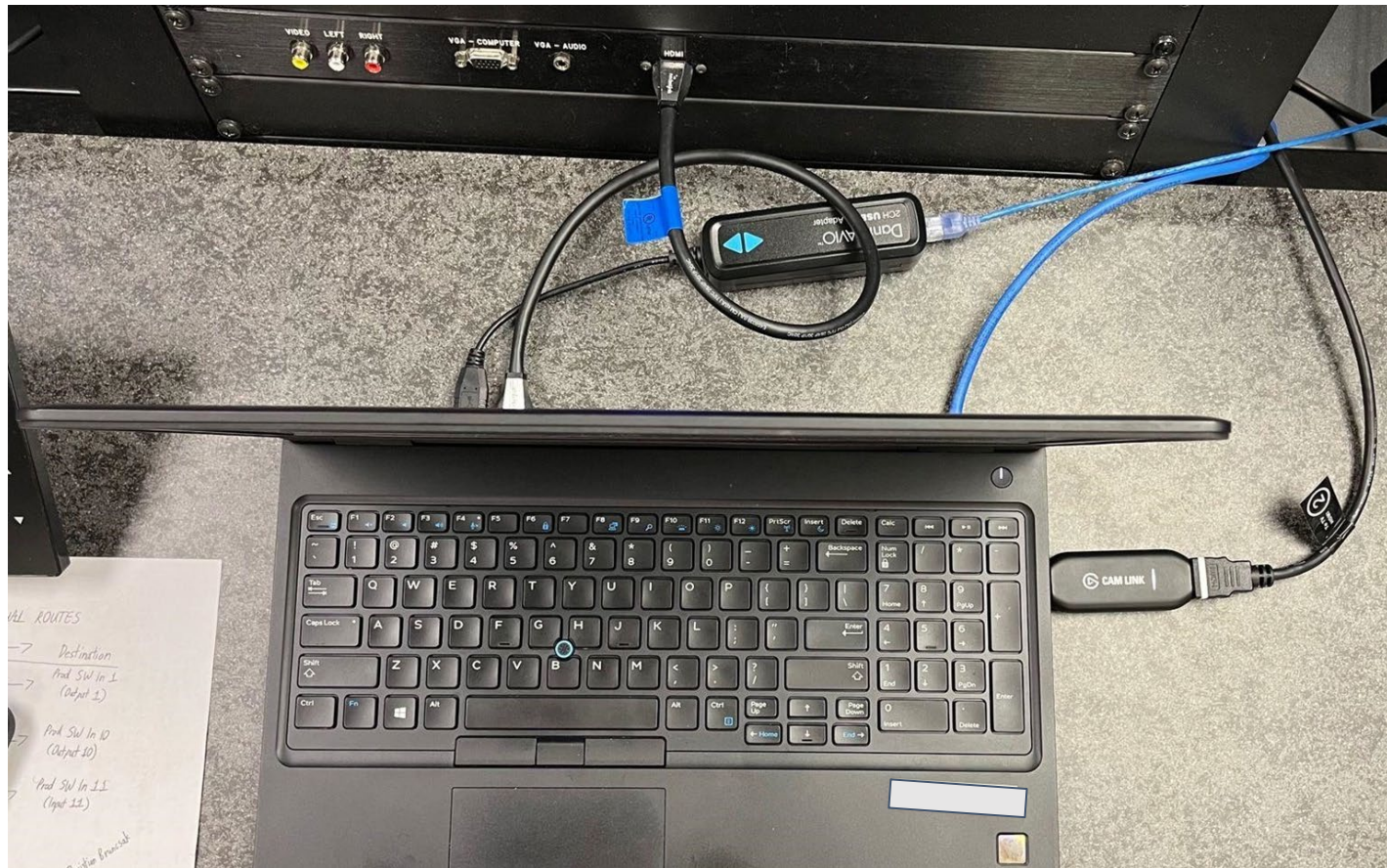
- May/June: Working with vendor on a better setup
- September 22: First hybrid meeting using Zoom video
- October 13: Second hybrid meeting using Zoom video

CURRENT HYBRID SETUP



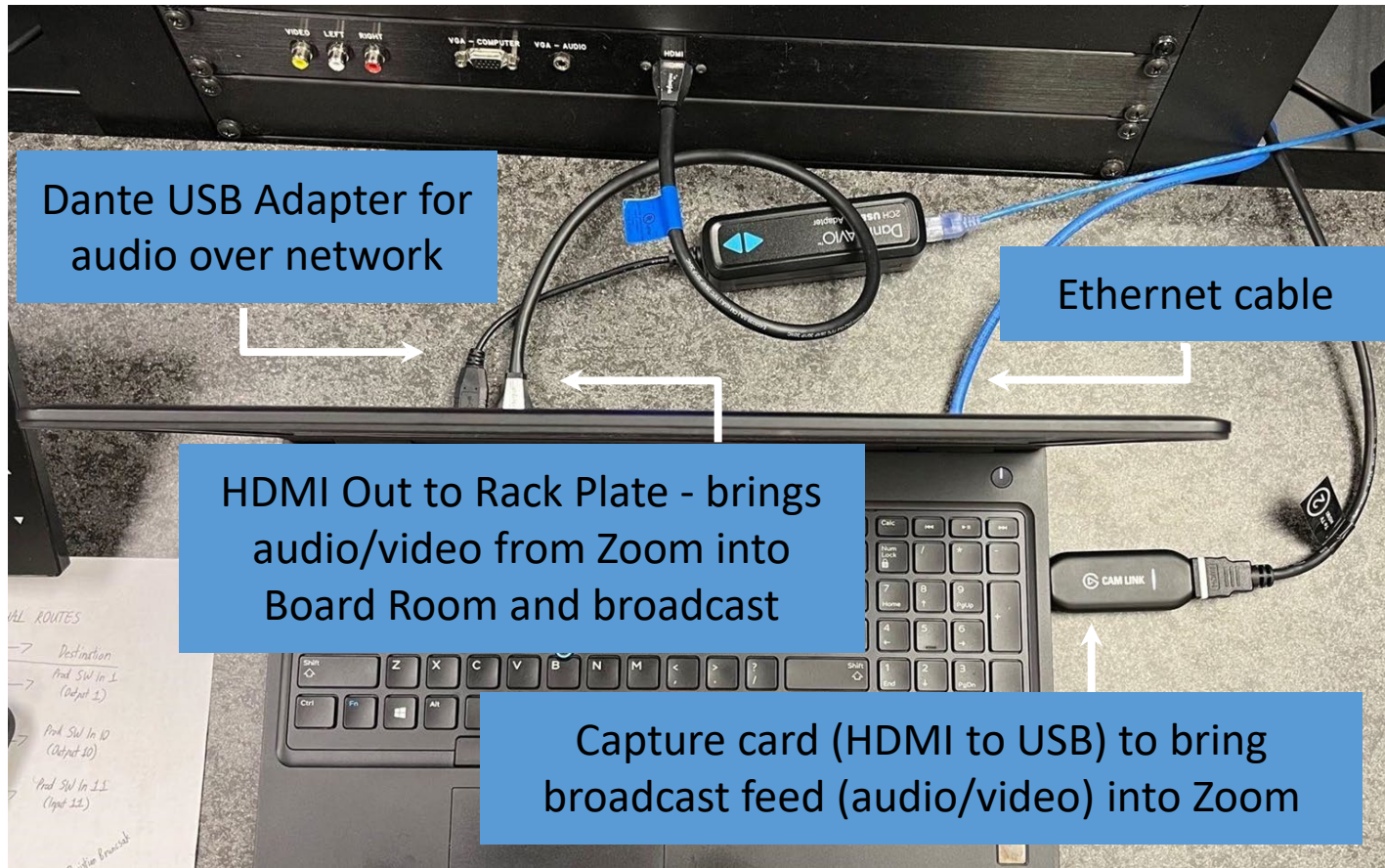


LAPTOP SETUP





LAPTOP SETUP



HYBRID SETUP – ROUTING

06-25-2022

Sources

Podium PC	Blank	Multiview 1	Multiview 2	Input 5	Staff PC	Input 7	Input 8	WSR Laptop A
Input 11	WSR Laptop B	Input 13	Aux Podium PC	Input 15	Bluray	SWR PGM Out	CTR RM Laptop	Input 19
DO NOT USE	DO NOT USE	Input 23	Cox Tuner	DDR	CG FILL	CG KEY	BR Camera 1	Input 29
DO NOT USE	BR Camera 2	BR Camera 3	BR Camera 4	BR Camera 5	WSR Camera 1	WSR Camera 2	WSR Camera 3	WSR Camera 4

Destinations

BR Camera 3 Prod SW IN 3	BR Camera 4 Prod SW IN 4	BR Camera 5 Prod SW IN 5	Staff PC Prod SW IN 6
WSR Camera 4 Prod SW IN 13	Cox Tuner Prod SW IN 14	CTR RM Laptop Prod SW IN 15	Bluray Prod SW In 16
Blank Output 23	Cox Tuner Output 24	Multiview 1 CTRL RM TV	Bluray Output 26
Multiview 1 Output 33	Cox Tuner Lobby Display	CTR RM Laptop BR Aud	Cox Tuner Lobby Aud

Destinations

BR Camera 1 Prod SW IN 1	BR Camera 2 Prod SW IN 2	BR Camera 3 Prod SW IN 3	BR Camera 4 Prod SW IN 4	BR Camera 5 Prod SW IN 5	Staff PC Prod SW IN 6	DDR Prod SW IN 7	WSR Camera 1 Prod SW IN 8	WSR Camera 2 Prod SW IN 9	
CG KEY Prod SW IN 11	WSR Camera 3 Prod SW IN 12	WSR Camera 4 Prod SW IN 13	Cox Tuner Prod SW IN 14	CTR RM Laptop Prod SW IN 15	Bluray Prod SW In 16	M/E 2 BR Projector	M/E 2 DAIS	SWR PGM Out Bluray Rec	
SWR PGM Out DDR	Blank Output 22	Blank Output 23	Cox Tuner Output 24	Multiview 1 CTRL RM TV	Bluray Output 26	Bluray Output 27	BR Camera 1 Output 28	CG FILL Output 29	
Aux Podium PC Output 31	Blank Output 32	Multiview 1 Output 33	Cox Tuner Lobby Display	Staff PC BR Aud	Cox Tuner Lobby Aud	Cox Tuner WSR Aud	Cox Tuner Output 38	Blank Output 39	SWR PGM Out Output 40

Deck

Tuner

Router

Displays

Audio

Phone

TP Lock

DVD-R

SSD Deck

Tuner

Router

Displays

Audio

Phone

Rack Plate

Presets

Lights

Info

Power

CRESTRON

HYBRID SETUP – ZOOM VIDEO





ZOOM WITHIN THE BROADCAST



BOARD OF SUPERVISORS REGULAR MEETING | January 11, 2022



BOARD DISCUSSION

Options for Collaboration Between Colonial Behavioral Health & Olde Towne Medical and Dental Center



BOARD OF SUPERVISORS WORK SESSION | September 22, 2020

CHALLENGES/DRAWBACKS

- Transfers “control” from staff to the remote participant
 - They can direct the video, control the audio, etc.
- Remote participants must be computer-savvy
 - Instructions, checklists, etc. for those who are not
- “More please!”
 - Good solutions beget new requests
- Staff time required
 - At least two people

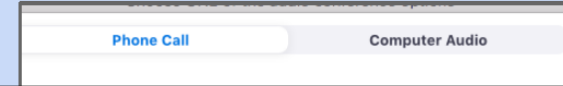


LOTS OF INSTRUCTIONS

Joining a Meeting (Via Phone)

Method 1: Direct Call

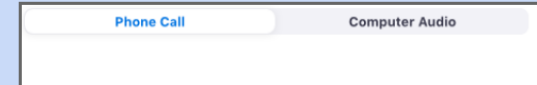
- Dial one of the phone numbers listed in the invitation
- When prompted, enter the **Meeting ID** from the invitation and press pound
- When prompted, enter the **Meeting ID** from the invitation and press pound
- You should hear a tone indicating you are connected to the meeting



Joining a Meeting (Via Phone)

Method 2: By Computer

- Follow the steps in the [previous slide](#) for joining a meeting via computer
- Choose to connect to the meeting via Phone Call:



AUDIO

- Use headphones/earbuds to reduce feedback and background noise
 - Some headphones/earbuds have built-in microphones to improve sound quality
- Close any unneeded programs prior to the meeting, if possible (Outlook, Teams/Skype, etc.)
 - Notifications from these programs may cause audio or visual distractions

VIDEO

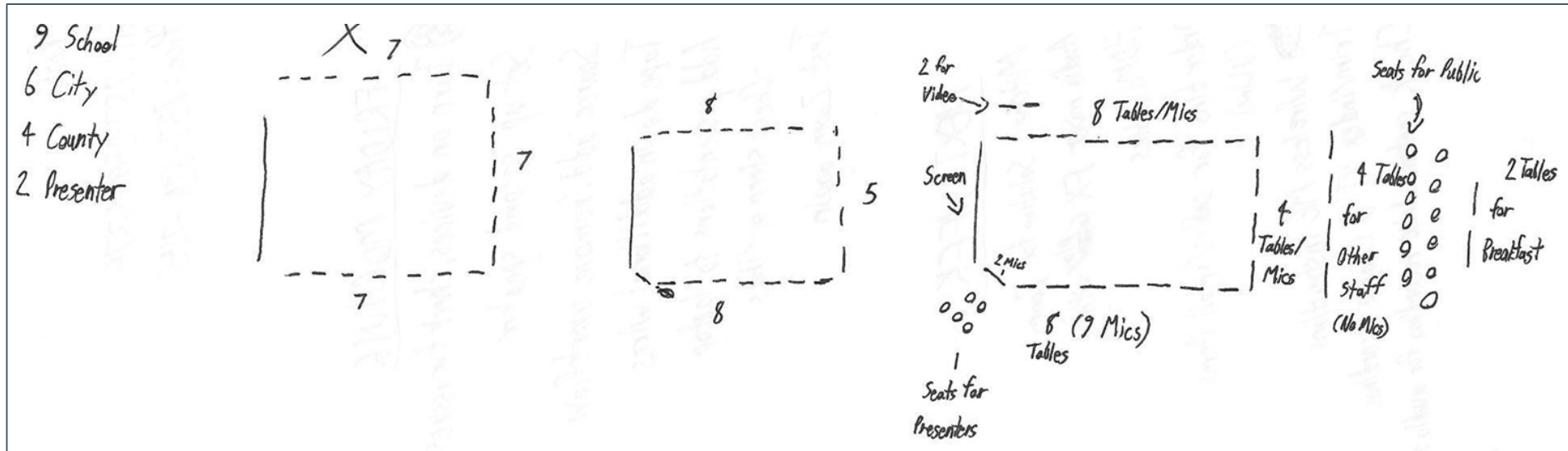
- Avoid background distractions
 - Gaudy decorations, active TVs, unmade beds, etc. will draw attention away from you
 - Try to have a static background (no windows, open doors, etc.)
- Position yourself in the frame
 - Your webcam should be at eye level or higher
- Lighting should come from in front of you or from the side

THE JOINT MEETING (DECEMBER 3, 2021)

- Semi-annual meeting between the JCC Board of Supervisors, Williamsburg City Council and Williamsburg-JCC School Board
- Typically hosted on a rotation
- EXTENSIVE setup required; must be done a day in advance
 - Microphones for each in-person speaker (21)
 - Individual tables for social distancing
 - Zoom setup for remote participants (~5) with bi-directional audio/video
 - Speakers for public attendees
- Notified on November 29

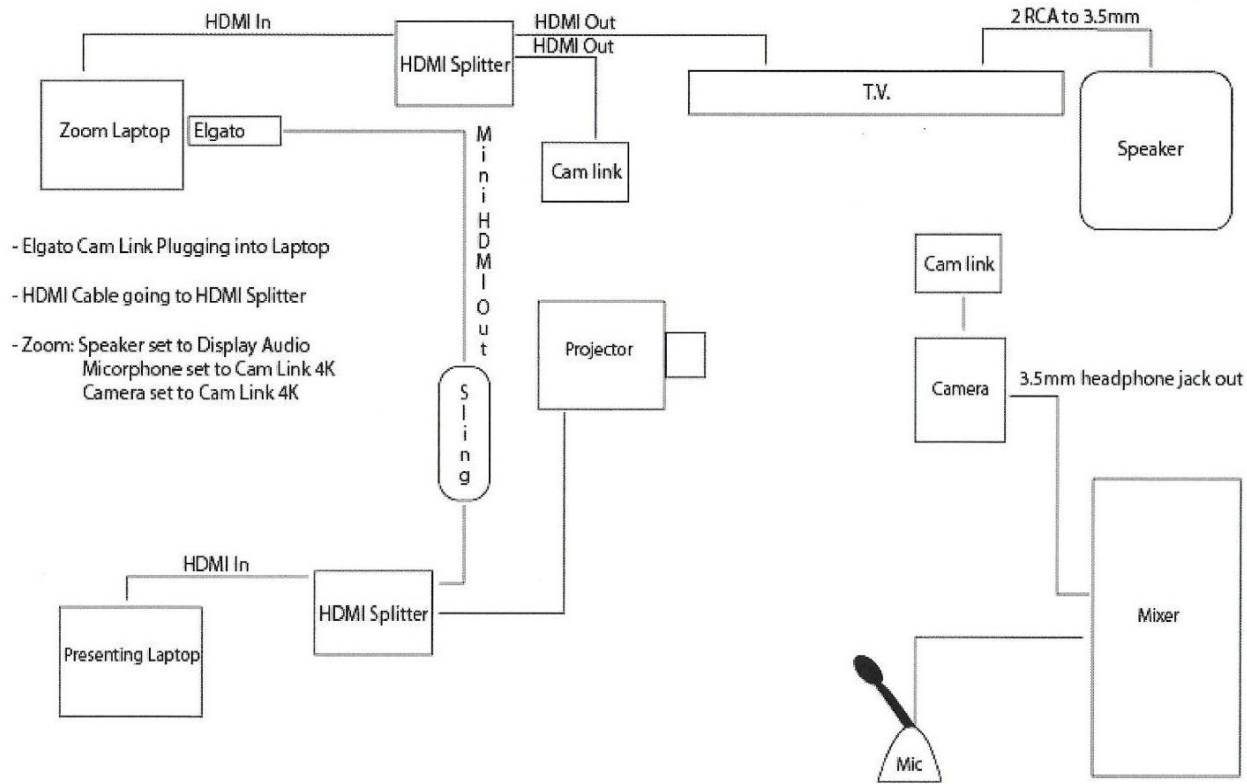
THE JOINT MEETING — PRE-PRODUCTION

- Location scouting
- Diagrams
- Test setups

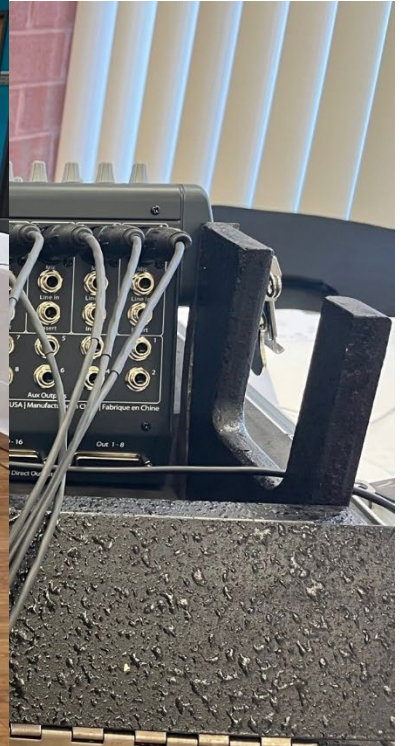




ROUGH DIAGRAM



THE JOINT MEETING — FINAL PRODUCT



POST- PRODUCTION

Robbie

Cell: 757-259-5374

Office: 757-634-7115

FRIDAY MORNING

④ Turn on devices, check for issues

Set up second speaker

Source add/remove workflow

Tape down additional wires

Add presentations to laptop

- Check sleep settings

Test Zoom again

NEXT WEEK

Mitchell Solution for Zoom

Audio mixer FX (play with)

HDMI cables

Order bins for cables/small items

(Uline)

④ Wireless Mic Instructions

Trim/index YT & Champ recordings

Check content drive recording for audio quality

PURCHASE

Mats Earbuds w/ 3.5mm

Stools Bag for Old Laptop

Mousepads

Speakers (New Set) ✓

Audio Snake (24-ch)

USB-C Expander

New Mics

More CameraLinks Ask Library?

STEPS

Phones on vibrate? Silent?

FUTURE

- Seating Chart for Camera-folks

- Monitor Program Monitors for Cameras?

JOINT MEETING JAMES CITY COUNTY RECREATION CENTER December 3, 2021

EQUIPMENT BROUGHT

- (3) Canon C200 + Tripod
- (1) Panasonic P2 + Tripod
- SlingStudio
 - Full bag
 - USB to Micro-USB Cables for CameraLinks (charging)
- TV for Zoom participants
- HDMI Cables
 - (2) 50 ft.
 - (2) 25 ft.
 - (3) 12-15 ft.
- (2) HDMI Splitters
 - 2-port
 - 4 port?
- Laptops
 - Zoom
 - Presentations
- (2) HDMI Capture Cards
- Large Audio Mixer
- 3.5mm Audio Cables
 - (1) 50 ft.
 - (2) 25 ft.
 - (2) 10-15 ft.
- (2) 3.5mm Stereo Splitters
- XLR Audio Snake
- (1,000) XLR Cables
- Wireless Speaker Set for room audio
- Wired Speaker for Zoom participants

Network cables

-25

Power strips

Extension cables

Mouse

iPad

C200s x3

P2 x1

SlingStudio

- Hubs x2

- Power Lawer x2

- CameraLinks x4

- USB-C Expander

HDMI Splitters

Presentation PC

HDMI Cables

-50 x1

-25 x2

-12-15 x2

Audio Mixer

Mics

XLR Snake

Windscreens

Wireless Speakers

Keyboard/Mouse

Mousepad

Network Cable

BEST PRACTICES AND RECOMMENDATIONS

FOR SECURITY

- Random Meeting ID for Zoom participants
- Get contact info for each participant (phone number, name, representing agency)
- Keep Zoom chime on for leaving/entering
- No chatting in Zoom!







BEST PRACTICES AND RECOMMENDATIONS

FOR SETUP (IF YOU HAVE TIME)

- Draw diagrams, write lists, take pictures!
- Test the setup
- Test it again
- Keep track of time

EQUIPMENT THAT'S SAVED US

- CAPTURE CARD
 - Elgato CamLink
- Wireless transmitters
 - Hollyland
- Splitters and converters
 - BlackMagic
 - Anything with a Loop Out works for me

	Hours (John)	Hours (Mitchell)	Hours (Chris)	Hours (Total)
December 3, 2021	 13h 0m 0s	 13h 0m 0s	 33h 0m 0s	59
March 11, 2022	 12h 25m 0s	 12h 0m 0s	 34h 0m 0s	58.417

HAVE QUESTIONS? NEED GUIDANCE?

Get in touch with me!

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(Chris.Williams@jamescitycountyva.gov should also work)