



Can I have Hybrid or Remote meeting at the Hal Holmes Community Center (HH)?

- The Hal Holmes Community Center is an in-person meeting space.
- It is possible to host a HYBRID meeting at Hal Holmes when a client brings their own equipment to facilitate a HYBRID meeting.
- REMOTE viewing of a presenter is possible at Hal Holmes with the A/V equipment we provide.
- Hal Holmes **does not** provide technical support for hosting HYBRID meetings and associated equipment.

If the presenter is not at Hal Holmes and a remote viewing is being presented at HH:

The presenter will be using their own camera and microphone at their remote location and their presentation will be shown on the theatre screen with the HH laptop and A/V system. Guests attending in-person and those attending remotely will see and hear the same presentation. Interactions with the remote presenter will be limited to only those directly in-front of a laptop camera and the audience will not be able to ask questions of the remote presenter unless they come up to the microphone on the HH presentation laptop.

If a presenter is at Hal Holmes and wants to host a HYBRID meeting for in-person and remote interactions and viewing:

Clients will have to consider how the audience outside of HH will see (camera) and hear them (mic/speakers). The built-in webcam and microphone on the laptop we provide will not be adequate to capture the room visually or auditorily. It is not recommended that you offer a HYBRID option to watch an in-person meeting being presented at HH **unless you bring the HYBRID hosting equipment and a technician to operate the equipment.** The HH staff does not offer that service nor will our staff troubleshoot any equipment, software or applications not belonging to the Hal Holmes Community Center.

What do I need to connect to a remote meeting at Hal Holmes?

The username and password for your web meeting/hosting account(s), as well as access to any email addresses or phone numbers associated with the account for two-factor authentication that may be required to log in.

If the presenter is off-site, they will need to be made host or co-host of your meeting. This will allow them to share their screen as a presentation on the large theatre screen.

It is always a good idea to have a separate co-host who can handle admitting people to the meeting on a separate laptop not connected to the presentation laptop attached to the HH A/V system.

Can I connect my own laptop to the projector and sound system?

Yes! You will need to make sure your laptop can output to HDMI and a standard 3.5mm headphone jack. Many Apple laptops will require adapters to allow for HDMI and headphone output, please bring these if you would like to use your laptop. HH **does not** supply adapters for use with our HDMI or audio cords, please bring any adapter necessary to connect to the in-house A/V system.

When should I arrive?

Early! Arrive at least ½ hour prior to your event. You will want to make sure you can log into your web meeting/host account and assign hosting duties before your event start time. If you are using an OWL or other HYBRID meeting system to capture audio and video from Hal Holmes practice using it before the event. The HH staff will only troubleshoot in-house equipment that is provided with your reservation.

FOR MORE INFORMATION CONTACT THE HAL HOLMES COMMUNITY CENTER OFFICE
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