

equipment and services you really need, but the AV provider should be able to explain the reason for each item.

Size of room– check the maximum capacity of the room, and then reduce the delegate number to allow

There should be a connection from screen to a laptop which you log into the meeting so it can use the camera(s) and microphone(s) in the room.

Delegates at the venue will need to mute the speakers & microphones on their devices and use the microphones in the room. When someone at the venue talks, it will show the 'room' so it can be hard to know who is speaking so you might want to ask people to say their name when they talk.

2) For larger events

You will need to consider using a livestreaming platform eg YouTube, Vimeo, Vmix.

Livestreaming enables you to broadcast what is happening at the venue in high quality video, and the content is recorded so can be easily shared. There are some free options such as YouTube (but you need to verify your channel first). There are other paid livestreaming options eg Vimeo, Vmix. The AV company should be able to assist you regarding livestreaming. Livestreaming allows the virtual delegates to post comments and questions

You can live stream a Zoom meeting on YouTube. There is an approximate 20 second delay between the actual Zoom meeting and the live stream.

2. BMCS Hybrid Event

Feedback from: Gordon Saxby and Chris Swain, BMCS

Event: BMCS/SCI organised the RSC / SCI Medicinal chemistry symposium on 15 September 2021 at Churchill College, Cambridge. It was attended by 218 virtual attendees of which 41 paid additional for face-to-face premium for dinners/coffees. Eight members of the organising committee attended (face-to-face).

Delegates and room capacity: By adding in the face-to-face component, it meant 50 people sat in the auditorium that had capacity for 300. The Chair said he would not have attended if it was 100 people in auditorium. Some of the organising committee stated they were only allowed to attend as it was a low density event. A key aspect for physical delegates is whether the individual wanted to attend and whether their company would let them attend.

Platforms: They used Zoom (RSC BedcT.9 (n)-6.1 Tc 0.002 Tw -1m62 04p

