

HYBRID LECTURES - THINGS TO CONSIDER

We have been asked about guidance on how to organise hybrid lectures, either with the lecturer streaming from home into the lecture hall, or with the lecturer being in the hall with a live audience and streaming into homes. At the Town Hall meeting in December some Societies shared their experiences to date, but due to continued lockdowns, we - or rather local Societies - have not been able to build on their early experiences. We will share what tips and ideas are reported to us with you in future bulletins.

Having considered the matter over the past few weeks, we feel that there is no one-size fits all solution. There are so many variables at play, unlike the Zoom options 'meeting' or 'webinar'.

Our research has shown that bringing the lecturer into the venue will increase the complexity and potential risks of holding hybrid events. Some of you may well be able to handle this, but you will see from our 'Questions to Ask When Planning Hybrid Lectures' below, there are significant technical, logistical and health & safety demands associated with that model. However, as and when Societies have gained experience in this, please do share this with us: things might change over the coming months and it may become viable before too long.

Streaming lecturers from their home into the venue and Members' homes is by comparison a more straightforward option. We will therefore initially focus our guidance on that scenario.

Before we create and share such guidance with you, we invite you to consider the 'Questions to Ask When Planning Hybrid Lectures'. These questions may be daunting, or even off-putting: that is not our intention at all. We would just like anyone involved in organising hybrid events to be aware of the principles and questions to consider. Like you, we would love to see live events again soon, but we want to help you make sure this is done safely and to your usual high standards of programme planning and delivery.

So, do look out for more guidance and inspiring contributions from hybrid lecture 'veterans'.

For now, do have a think about the following questions, and share your thoughts, ideas and plans with us at training@theartsociety.org.

QUESTIONS TO ASK WHEN PLANNING HYBRID LECTURES

	Question	Answer
Environment	Do Government guidelines allow people to meet as a group in your area?	
	Will your Society be expected to provide and manage, the use of PPE and social distancing measures?	
	Will transport to the venue be available? (there may be changes to bus or train routes/timetables and are likely to be restrictions as to the number of passengers) Are there adequate parking spaces?	
	Will your Society be expected to provide and manage temperature readings on entry to the venue, and do you have a system in place to manage this?	
Venue Logistics	Is your venue available? And at the same price?	

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	Will the venue be implementing a track and trace procedure? If so, will your Society be required to provide the venue with attendance information?	
	Does the venue have the technical equipment required? If not, will your Society be expected to provide it?	
	Has the venue had any experience with a Socially distanced/Covid-safe set-up before?	
	Does the venue have the required internet connectivity to live-stream an event?	
	What services/facilities will be available (e.g. refreshments/toilets etc)	
Lecturer Logistics	Is the lecturer willing to travel to your venue?	
	Will the lecturer be required to stay overnight? If so, where? And how will this be managed?	
	Are there health risks for the lecturer that need to be considered?	
	Is there any possibility of cancellation? (i.e. due to a change in social distance guidelines). Will you have a plan in place for this?	

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Lecture Logistics	Who is going to host/manage the Zoom meeting or webinar, and where from?	
	Troubleshooting: if the internet drops out or if the sound fails, what will happen? Is a backup plan in place?	
	Who will be the primary/secondary audience – the audience in the hall or at home? Will both audiences be able to see and hear everything adequately? (i.e. will the lecturer use a laser pointer or the mouse?)	
Society Logistics	Are Committee Members available and happy to help at the venue during the lecture, if necessary?	
	Consider the budget (venue hire + lecturer fee + Zoom) is it viable at this moment in time?	
	Are there health risks to members and Committee Members/other volunteers on the day, and what is the Committee Member's duty of care? Do new rules need to be implemented regarding this?	
	Do you have a registration plan in place? Who and how many members will be allowed in the venue, and how will they book a place?	
	Will extra time at the venue need to be arranged	

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	to allow for any socially distanced arrival and exit procedures?	
	How will the event information be conveyed to members ahead of the meeting?	