



A Guide to Hybrid Workshops

For Workshop Participants

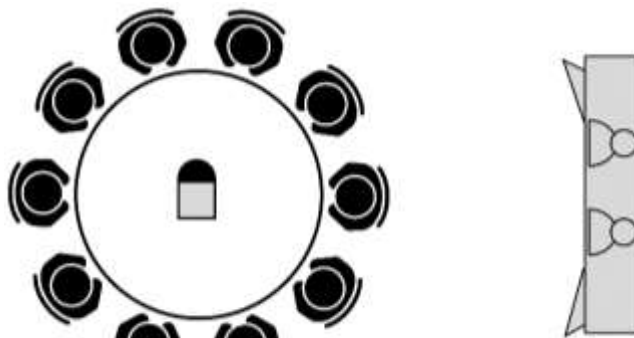
This document will help you familiarize yourself with QWF's hybrid workshop format. You'll learn what to expect when attending a hybrid workshop—whether as an in-person participant, remote participant, or workshop leader—as well as some tips to facilitate a great experience for all.

The Hybrid Workshop Setup

Starting in fall 2022, QWF has offered workshops in a hybrid format.

Most participants will attend in person at the QWF office. **Up to two slots**, however, are reserved for virtual participants. These virtual slots are for people who would otherwise not be able to attend the workshop, either because they live out of town or because they have a disability that prevents them from coming to the office.

During the workshop, in-person participants sit around the table at the QWF office. Virtual participants, who attend via Zoom, appear on the office screen on the wall beside the workshop table:



The hybrid workshop setup. Workshop participants sit at the workshop table (left), while virtual participants appear on office screen (right).

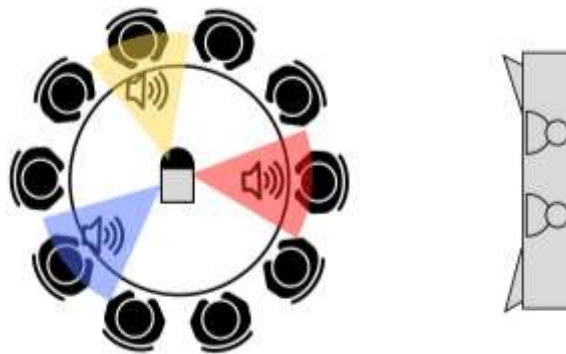
The Owl Pro Camera

To facilitate the hybrid workshop format, we use the Owl Pro Camera. The Owl Pro is a 360° video-conferencing camera that allows virtual participants to speak to the in-person participants and see them at all times.

The Owl sits in the centre of the workshop table. At all times during the workshop, the Owl broadcasts a panoramic view showing all the participants and their surroundings. Additionally, when a person speaks (or makes audible noise), the Owl will focus on that person and display them in a separate, larger window on Zoom, making it easier for virtual participants to see who's speaking.



The Owl Pro



The Owl Pro camera (centre of table) focuses on participants speaking or making noise.



Image: Owl Labs

<https://owllabs.com/products/meeting-owl-3>

Camera view of Owl Pro.

Above: a 360° panoramic view of the room, which virtual participants see at all times.

Below: Individual windows highlight people who are speaking or have recently spoken.

Best Practices for Hybrid Workshops

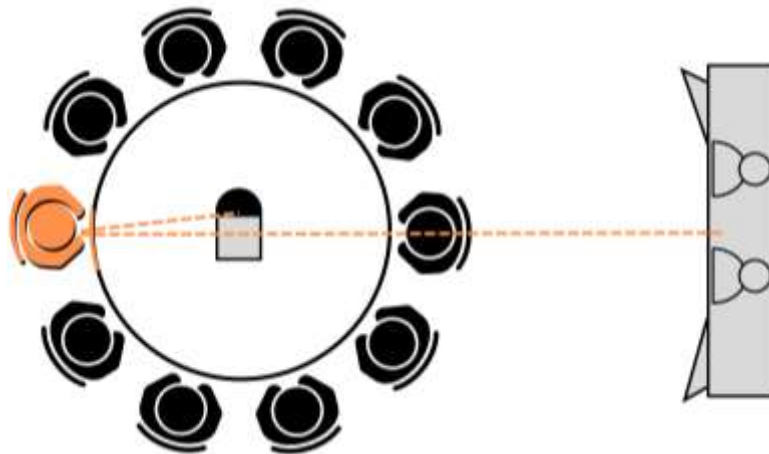
1) Face the Owl camera when speaking to virtual participants

When speaking to virtual participants, remember to face the Owl camera, *not* the office screen (which is most people's first instinct). The virtual participants can only see and hear you through the Owl camera. Make sure you're facing it while speaking to the group so that everyone can see and hear you clearly.

If you have something to show to the group (for example, an object or a photo), make sure you also show it to the Owl camera so the virtual participants see it too. If you're not sure the object is appearing clearly for them, look at the office screen to check that it's in focus.

2) Workshop leaders sit on far side of screen

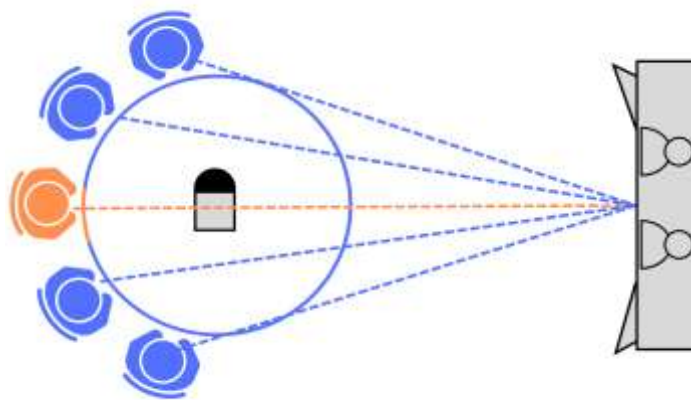
The workshop leader should sit in the seat farthest from the office screen. That way, the leader will always have a clear view of the virtual participants, even when speaking into the Owl camera:



The workshop leader (orange) sits opposite the office screen to face both Owl camera and virtual participants.

3) Small groups should also sit on far side of screen

If there are fewer than ten in-person participants, try to sit in a semi-circle shape on the far side of the screen so everyone at the table can see the virtual participants:



Workshop leader (orange) and in-person participants (blue) sit in a semi-circle to face both Owl camera and virtual participants.

4) Avoid side chat

The Owl tends to boost all speaking voices, which can make it hard for virtual participants to hear several people if they all speak at once. For that reason, try to avoid side chat and let one person speak at a time.

5) Virtual participants: keep cameras on

If you're a virtual participant and you keep your camera off, the workshop leader may not even see that you've joined the meeting. Please keep your camera on so the leader knows you're in attendance and so you don't get left out.

6) In-person participants should attend in person

QWF maintains a two-person maximum for virtual slots to ensure workshops run smoothly and conversation flows freely. If you're attending in person, please understand that you must attend *in person*. Unless your workshop leader gives you explicit permission, things like cold weather, a busy schedule, bad traffic, or illness are not valid reasons to attend remotely.

7) Remember: face the Owl camera when speaking to virtual participants

It's already been said, but it's worth repeating: When speaking to the group as a whole, or when speaking to a virtual participant, **make sure you're facing the Owl camera**. Speak clearly and audibly so that the Owl picks up your voice. Remember as well that sometimes there can be a slight time lag for audio and video, so be patient.

Tips for Remote Participants

Before the Session:

- Ensure you are in a quiet space. (Smaller furnished rooms with low ceilings work best to muffle background sound and echoes.)
- Test your equipment: speakers, headset, or microphone
- Position your camera at or slightly above eye-level.
- Close unnecessary background programs and browser windows.
- Ask others in your household to avoid downloading large files or streaming media

During the Session:

- If background noise is unavoidable, please mute yourself when not speaking
- Avoid eating or rustling papers when your mic is on
- Remember you are visible to others even when not speaking
- Avoid using Zoom chat
- Raise your hand if encountering difficulties

After the Session:

If you encountered any issues with attending your workshop session virtually, please write to john@qwf.org and we will try to help you solve the problem before the next session.