

Hybrid Lectures in Semroom FAV05

How to hold a hybrid lecture in our seminar room.

Preparation

- Power on:
 - the projector (wall panel)
 - the seminar room PC (under the desk the right PC)
 - the power bar next to the mixing desk (on the other desk) and check that audio levels for MIC 1, MIC 2, MIX are about "0".
 - the presenter, connect dongle to the "Sem-PC USB" hub (on the desk, right side)
- On Sem-PC:
 - Login as user
 - Start Zoom and either start a new meeting or join a meeting.
 - Check, that Zoom uses these devices:
 - Microphone: **Line In (High Definition Audio device)** (for using the microphones via the mixing desk) *OR* **Logi Group Speakerphone**.
 - Speaker: **DENON**
 - Camera: **Logi Group Camera**
 - OPTIONAL: start recording within Zoom to record the meeting.

Hybrid lecture modes

Presentation from seminar room PC

- On the seminar room control PC switch to "**Sem-PC**".
- On Sem-PC:
 - Move the Zoom Window to the right monitor.
 - Start the presentation, so that it presents on the left monitor and the projector
 - In Zoom, use screen share of the left monitor / projector.
 - OPTIONAL: For videos check "**Share sound**" and "**Optimize for Video**" in screen share.
- On the Logitech remote control, press "**1**" for speaker view.

Presentation from notebook

- Connect your notebook via the white HDMI cable.
- On the seminar room control PC switch to "**Notebook**" → "**HDMI white**".
- On Sem-PC:
 - Move the Zoom Window to the right monitor.
 - In Zoom, use screen share: **Advanced** -> **Content from 2nd Camera**.
 - OPTIONAL: For sound of videos you have to switch microphone input in Zoom to "**Microphone (Game Capture Pro)**".
- On the Logitech remote control, press "**1**" for speaker view.
- OPTIONAL: connect presenter dongle to USB port of notebook

Remote presentation

- On the seminar room control PC switch to "**Sem-PC**".
- On Sem-PC:
 - Move the Zoom Window to the left monitor (duplicated to the projector), set to fullscreen.
- The speaker shall start screen share on his/her computer (you might give rights to that person).
- On the Logitech remote control, press "5" for audience view.

Discussion

- On the seminar room control PC switch to "**Sem-PC**".
- On Sem-PC:
 - Move the Zoom Window to the left monitor (so that it is shown on the projector too).
 - Screen Share: either disable OR presentation window OR content from 2nd camera.
- On the Logitech remote control, press "4" for audience & speaker view.
- Use the **hand microphone** for recording questions *OR* switch audio input in Zoom to **Logi Group Speakerphone**.

Logitech Group camera

With the remote control you can choose these configured views:

1. speaker view
2. speaker & projection view
3. blackboard view
4. audience & speaker view
5. audience view

Use the arrow keys and the magnifying lens keys to modify the view.

After hybrid lecture

Power off

- all microphones and the power bar next to the window
- the projector (button on the wall)
- the presenter, disconnect USB dongle and store away
- sign out of the Zoom client
- the seminar room PC

Share recording

You will find the recordings in Documents/Zoom/. Double-click on the files to convert them to a .mp4 file.

Rename the .mp4 file to YYYY-MM-DD_HH-MM_Title.mp4 (the "_Title" is optional). Example: 2021-12-31_09-00_Konversatorium.mp4.

Copy the file to sysadm@hanno:/home/walle/archive (there's a profile in WinSCP)

Now, the video is available on <https://www.cg.tuwien.ac.at/seminarroom/archive>

Optionally share it via [Vapor](#) to speakers who are non-members of the institute.

Details about devices

Seminarraum-PC “komplex”

Unter dem Tisch der Rechner rechts. Bildschirm links sollte auf DENON/Projector dupliziert sein.

Seminarraum Control PC “hanno”

Unter dem Tisch der Rechner links. Wird über den kleinen Bildschirm gesteuert.

The monitors

- Left monitor: content is sent to the projector (when the projector has Sem-PC as input)
- Right monitor: main monitor
- Small monitor (very right): seminar room control PC

Ideas for Seminarroom

Konversatorium Hybrid

Remote audience is connected via Zoom and can participate live during Q&A.

Options for presentations:

- Presentation via Notebook
- Presentation from Seminarroom-PC
- Presentation remote via Zoom
- Discussion with Audience / Zoom

Questions:

- Shall there be an option for recording?
- Shall there be an option for live stream (either self-hosted or Youtube)?
- Shall the audience be visible during discussion

Video-Setup:

- HDMI-Grabber for notebook graphics
- Sem-PC output is grabbed directly
- HD Camera is filming the image of the presenter (fix mount OR tripod?)
- (optional) Camera for filming audience

Audio-Setup:

- Currently we are using a 360° meeting microphone
- Alternatively we can use clip-on and hand microphone

Software-Setup:

- Seminarroom-PC is participating as host in Zoom meeting

Lecture Recording

Zoom as above or OBS for Youtube Livestream?

What is needed

- HDMI Grabber card
- Roof tripod