



Your Hybrid Conference:

Considerations for selecting a venue

There are many elements to consider when selecting a venue for an in-person event. For a hybrid or virtual event, there may be additional factors to consider, linked to technology and health and hygiene regulations.

Broadband connection

Your AV company will require a dedicated hard-line broadband connection within each room in the venue which requires broadcasting. The required speed for this is dependent on the number of remote speakers and requirements. A good starting point is a minimum of 40mbps upload and 30mbps download.

Additional PA

Depending on social distancing and the number of in-person presenters, you may require additional PA systems and microphones for full coverage of the audio. Your AV company may need to bring additional PA systems to ensure a high quality live-stream feed into the virtual platform, depending on the final requirements.

Staging

You will need to confirm the number of in-person and remote presenters. Depending on social distancing and the number of in-person presenters, you may require a 2m gap between each speaker on stage, including your host. Consider any backdrops, branding and sponsor branding which may need space. Remember to include your technical team in your on-site numbers.

Breakout rooms

Consider the number of breakout rooms required and the in-house equipment available in each. You may require an additional camera, camera operator and broadcasting team per room / broadcast. Your AV company will require a hard-line internet connection into each breakout room, unless the venue has a network they can connect to.

Additional lighting and screens

Additional lighting might be required within the venue for broadcasting. Additional screens may be required for remote presenters on stage if you are using the in-house screens for additional content.

Venue PPE Risk Assessment

You will need to check current guidance regarding protective equipment and look at a PPE Risk Assessment. Check with your venue on their health and hygiene measures.