



# STREAMING ONLINE OR HYBRID?

Are you planning an online or hybrid meeting, or do you need to stream your meeting to other participants at a different location? AKKC is here to help. All our smaller meeting rooms are installed with quality VC equipment, available for use at no additional cost.

Personal IT-support for meeting start-up or for the entirety of the meeting can be purchased beforehand.

To order equipment or technical support, contact our Meetings and Congresses Department on tel. +45 9935 5555 or [MOKA@AKKC.dk](mailto:MOKA@AKKC.dk)

**Aalborg Kongres  
& Kultur Center**

# Streaming

Need any help during your meeting?  
Contact the service team on tel. +45 9935 5537



## WHAT IS STREAMING?

Streaming is used when a physical meeting demands virtual attendance or online access. Online streaming platforms such as Microsoft's Teams makes this possible while also providing a platform for live-sharing presentations and more.

When streaming, a camera placed at the back of the room live records the speaker and the presentation/ stage, allowing anonymity to the physical attendees in the room.

When only sharing a presentation, the online attendees' screen will only show the presented material.

## AVAILABLE ROOM LAYOUTS

All our regular room layout options are available when streaming. You can find layout options and our room overview [here](#)

## CHECKLIST WHEN STREAMING:

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### PC

You will need a PC with access to the platform from which you are streaming your meeting. You can bring your own or rent a laptop PC from us.

### PC/TELEPHONE/TABLET

We recommend bringing an extra laptop/telephone/tablet for "surveying" the meeting. In doing so, you can make sure every online attendee has access to the meeting, that the sound is working, and you can interact with the live chat.

### USING A MIC

Online attendees are only able to listen in on the meeting when the sound is enhanced. Thus, every speaker needs to be equipped with a microphone.

Furthermore, we recommend you point out a person responsible for handling handheld mics when taking questions from physical attendees. Ask for mics when booking - usually, they are part of the regular rent agreement.

### NOTE

We recommend setting up your computer and testing the online streaming platform at least 30 minutes before the meeting starts.

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# Online meetings

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## WHAT IS AN ONLINE MEETING?

An online meeting is a meeting in which attendees from two different geographical locations attend an online live-transmitted meeting with each other.

Online streaming platforms such as Microsoft's Teams makes this possible, while also providing a platform for live-sharing presentations and more.

When conducting an online meeting, we live-record from a camera placed under the projector screen, capturing the attendees in the room.

## AVAILABLE ROOM LAYOUTS

To ensure the best possible audio at your meeting, we recommend the following room layouts:

- U-shape
- Single long table/group table layout

Note that, due to audio and camera angle limitations, we recommend setups limited to 20 participants.

## CHECKLIST WHEN MEETING ONLINE:

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### PC

You will need a PC with access to the platform from which you are streaming your meeting. You can bring your own or rent a laptop PC from us.

### NOTE

To ensure the best possible audio experience for you and your online meeting participants, we recommend attendees to speak one at a time during the meeting.

Furthermore, we recommend setting up your computer and testing the online streaming platform at least 30 minutes before the meeting starts.

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# Hybrid meetings

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## WHAT IS A HYBRID MEETING?

A hybrid meeting is the combination of an online meeting and streaming. Here, it is possible to have participants attend both physically and online allowing them to see and interact with each other and the presented material.

When to use hybrid meetings:

- When physically present speakers need to communicate with both other physically present and online attendees.
- When an online speaker wishes to see the physically present attendees in the room.

A hybrid meeting demands the ability to switch between camera positions. Thus, we give you the option to switch between the two cameras in the room (underneath the projector screen and on the wall opposite) with the touch of a button. If a more detailed hybrid meeting is needed, i.e., switching between more than two camera positions or other setups needing further technical assistance, we can recommend an external partner to assist you.

## AVAILABLE ROOM LAYOUTS

All our regular room layout options are available for hybrid meetings. Though, do note camera angle limitations in accordance with number of attendees.

You can find layout options and our room overview [here](#)

## CHECKLIST WHEN DOING HYBRID MEETINGS

### PC

You will need a PC with access to the platform from which you are streaming your meeting. You can bring your own or rent a laptop PC from us.

### PC/TELEPHONE/TABLET

We recommend bringing an extra laptop/telephone/tablet for "surveying" the meeting. In doing so, you can make sure every online attendee has access to the meeting, that the sound is working, and you can interact with the live chat.

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### NOTE

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