Hybrid Meeting Event Layout Specifications

Public Utilities Commission (PUC)

General Provisions Applicable to all events

- Events: Typical events include: public hearings, public meetings/townhalls, panel discussions, evidentiary hearings, conferences, and workshops
- Location/Venue: Statewide. Generally held in the PUC's hearing room, or offsite public location such as a public school cafeteria. Location generally announced 3-6 weeks before event.
- Setup/Breakdown Offeror responsible for set up and breakdown.
- Meeting Time Meetings typically held on a Monday through Friday, with a start time between 9 am and 6pm and typically runs 1-3 hours
- Audience: Hybrid (in-person on site and virtual via Webex)
  - In Person: Typical attendance is less than 50 including staff
  - Online Meeting: Webex (PUC has Webex account, but vendor may provide alternative service)

Service Requirements for events that <u>are not</u> hosted at Commission's Oahu Office

- Provide all AV equipment in support of hybrid meeting (if not provided by venue), or utilize compatible AV equipment as provided by venue (Provider is to select the best quality option).
- Conduct setup of equipment, running of equipment, and breakdown of all equipment on the above stated timescale under General Provisions, as directed on an ad hoc basis.
- Provide a back-up recording of the hybrid meeting.
- Provide High Speed Internet connection for use by Commission equipment (if not provided by venue)

Service Requirements for events that <u>are</u> hosted at Commission's Oahu Office

- Provide all AV equipment in support of hybrid meeting, or utilize compatible AV equipment as provided by Commission staff (Provider is to select the best quality option).
  - Commission has Microphones, mixers, fixed speakers, mobile 82" TVs, and a camera system.
- Conduct setup of equipment, running of equipment, and breakdown of all equipment on the above stated timescale under General Provisions, as directed on an ad hoc basis.
- Provide a back-up recording of the hybrid meeting.

Additional Service Requirements for events <u>without public participation</u>

- In addition to the above two types of events, should the provider be requested to only provide a stream rather than support online meeting discussions, the provider should stream the meeting feed to its back office from which the provider should feed the stream into the Commission's YouTube live channel, and may broadcast live to local television or through local community media

Service Allowances

- Provider may, upon direct approval from a designated contract manager, utilize either a live-feed or recording of the hybrid meeting to mirror the hybrid meeting on another platform or to another provider, should said platform or provider be deemed as a non-profit or otherwise be in the service of the public.
- Provider may upon their own accord, upon direct approval from a designated contract manager, create "lower thirds" or subtitles as the provider sees fit, of which Commission staff will attempt to provide enough detail as to what information can be provided in said "lower thirds".
- Provider may, place their watermark or seal of their organization on "lower thirds", or otherwise in an inconspicuous location on the video feed, including the corners of said video feed, as determined by the designated contract manager.

Panel Discussion / Public Comment Event Layout

Primarily utilized for instances where the Commissioners or selected stakeholders are to serve or be included in a panel discussion or public comment receiving meeting.

Equipment Requirements/Recommendations

- PA System
    - Integrate with venue's PA system or provide mobile PA system that will send microphone output to in house speakers and online meeting. Mix in online meeting audio to house speakers.
    - Audio Switcher
    - 5 Microphones (4x panel table, 1x testifier table)
    - Speakers
- Video System
    - 2+ Monitors (or projectors w/ screens) for online participants interaction with panel table and audience.
    - 3+ Video cameras for hybrid meeting to show. Recommended scenes:
        - Panel Table w/ zoom to panel members.
        - Room wide angle including audience (safety shot)
        - Testifier
    - Video Switcher
    - Tripods
- Online Meeting
    - Commission supplied Laptop will host and manage online meeting, while a Commission supplied Multi-media Laptop will stream to online meeting service (unless offeror has another preferred solution).
        - Commission supplied Multi-media Laptop will require video in (from onsite cameras), audio in (from PA system), and audio out (to feed audio from online meeting to PA system).
    - Mobile High Speed Internet connection (if not provided by venue).
- Other Equipment (Examples):
    - Back-up recording equipment.
    - AV and Power Cables/Connectors

## Example Event Layout (may vary depending on venue)
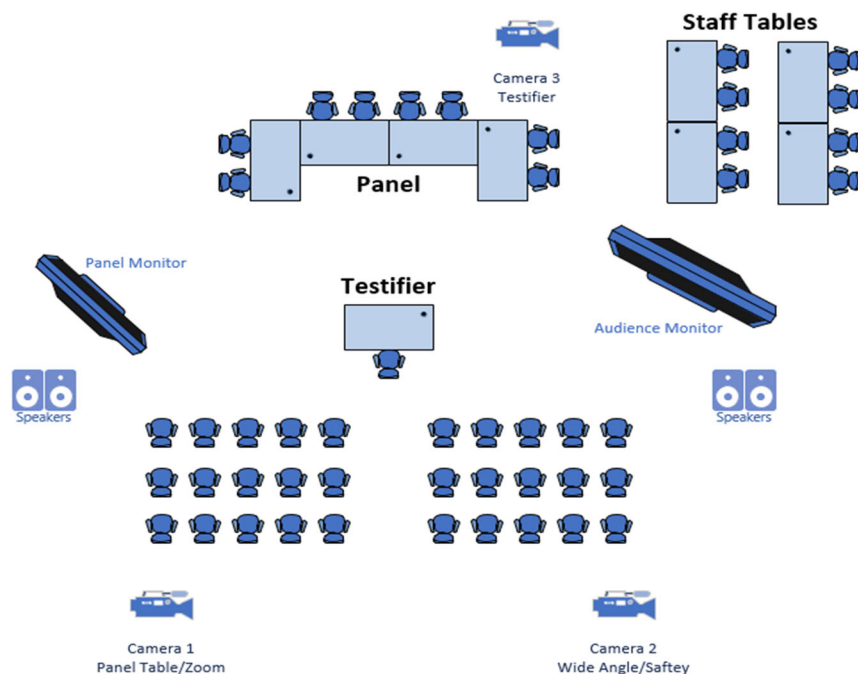
Evidentiary Hearing Event Layout

Primarily utilized for instances where the Commission is holding an Evidentiary Hearing or other type of official proceeding.

Equipment Requirements/Recommendations

- PA System
  - Integrate with venue's PA system or provide mobile PA system that will send microphone output to in house speakers and online meeting. Mix in online meeting audio to house speakers.
  - Audio Switcher
  - 7-8 Microphones (3x Bench, 2-3x Parties tables, 1x Legal Advisory table, 1x Witness table)
  - Speakers
- Video System
  - 2+ Monitors (or projectors w/ screens) for online participants interaction with Bench and audience view.
  - 3+ Video cameras for hybrid meeting to show. Recommended scenes:
    - Bench view w/ zoom to Commissioners.
    - Room wide angle including audience (safety shot)
    - Witness
    - Parties
  - Video Switcher
  - Tripods
- Online Meeting
  - Commission supplied Laptop will host and manage online meeting, while a Commission supplied Multi-media Laptop will stream to online meeting service (unless offeror has another preferred solution).
    - Commission supplied Multi-media Laptop will require video in (from onsite cameras), audio in (from PA system), and audio out (to feed audio from online meeting to PA system).
  - Mobile High Speed Internet connection (if not provided by venue).
- Other Equipment (Examples):
  - Back-up recording equipment.
  - AV and Power Cables/Connectors

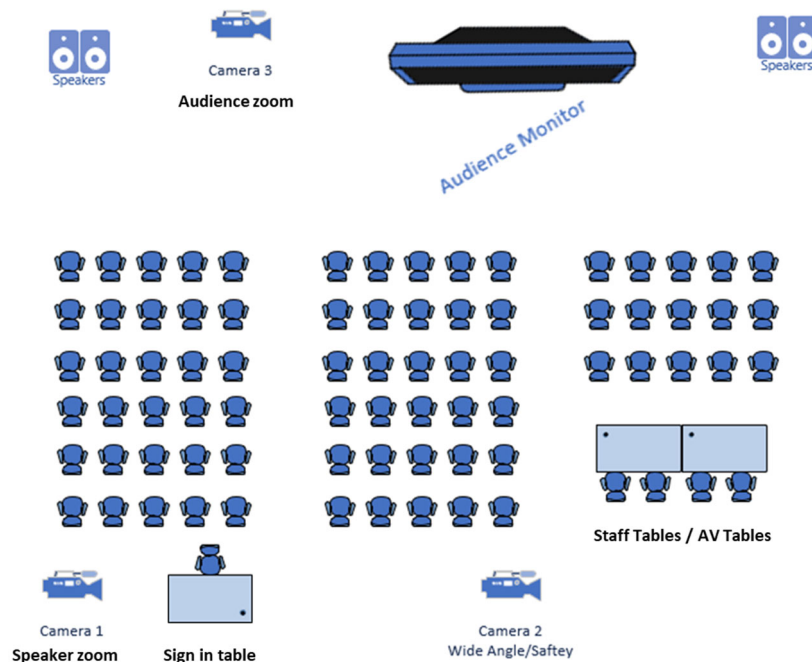## Example Event Layout (may vary depending on venue)
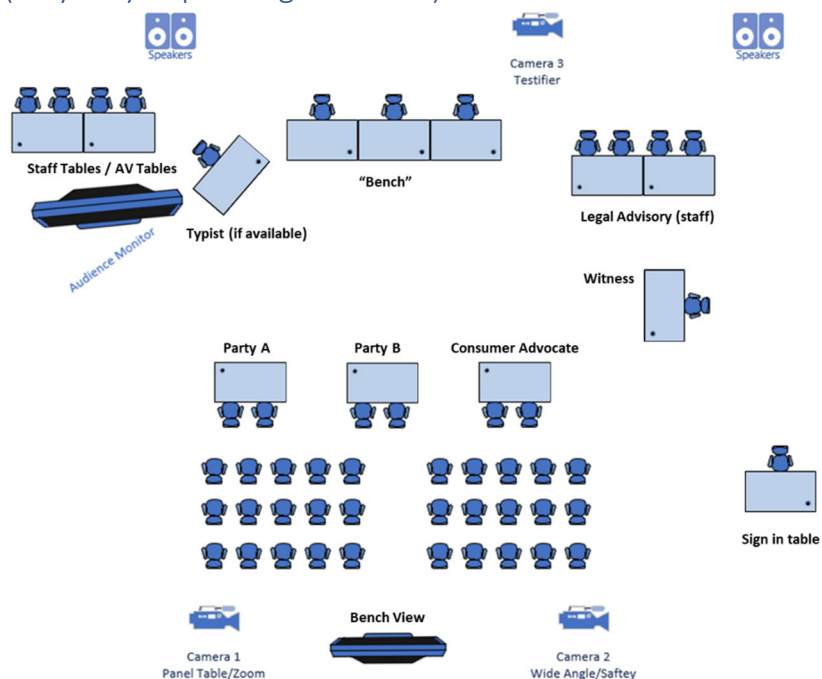
Town Hall Event Layout

Primarily utilized for instances where the Commission is hosting a town hall meeting.

Equipment Requirements/Recommendations

- PA System
  - Integrate with venue's PA system or provide mobile PA system that will send microphone output to in house speakers and online meeting. Mix in online meeting audio to house speakers.
  - Audio Switcher
  - 4 Microphones (1x mobile microphone for meeting host / speaker, 1x mobile for presenting parties, 2x for roving audience)
  - Speakers
- Video System
  - 1+ Monitors (or projectors w/ screens) for online participants interaction with speaker / presenting parties and audience view.
  - 3+ Video cameras for hybrid meeting to show. Recommended scenes:
    - Speaker zoom – to track on speaker / meeting host.
    - Room wide angle including audience (safety shot).
    - Audience zoom – to track on active audience member with microphone.
  - Video Switcher
  - Tripods
- Online Meeting
  - Commission supplied Laptop will host and manage online meeting, while a Commission supplied Multi-media Laptop will stream to online meeting service (unless offeror has another preferred solution).
    - Commission supplied Multi-media Laptop will require video in (from onsite cameras), audio in (from PA system), and audio out (to feed audio from online meeting to PA system).
  - Mobile High Speed Internet connection (if not provided by venue).
- Other Equipment (Examples):
  - Back-up recording equipment.
  - AV and Power Cables/Connectors

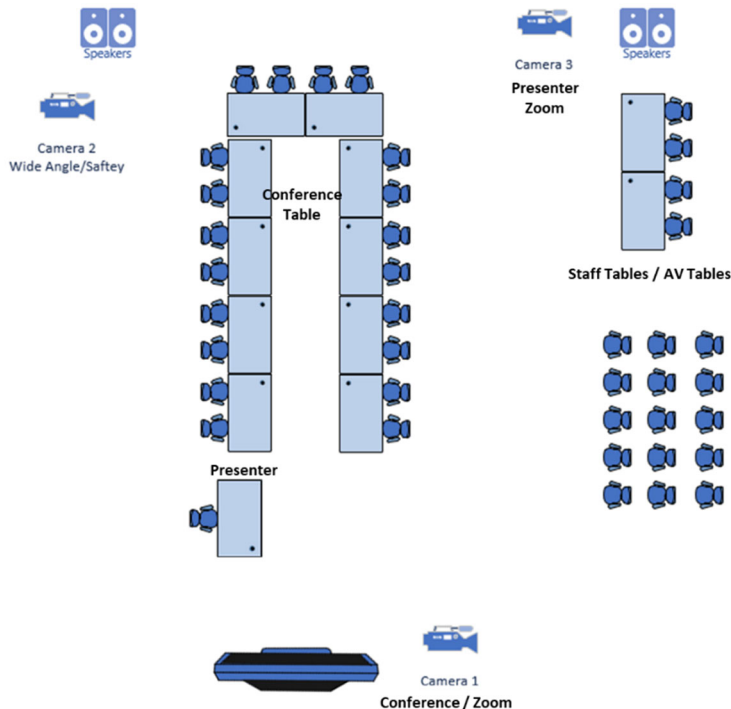## Example Event Layout (may vary depending on venue)

Conference Event Layout

Primarily utilized for instances where the Commission is hosting conference meeting.

Equipment Requirements/Recommendations

- PA System
    - Integrate with venue's PA system or provide mobile PA system that will send microphone output to in house speakers and online meeting. Mix in online meeting audio to house speakers.
    - Audio Switcher
    - 11 Microphones (1x mobile microphone for presenter, 10x for conference table)
    - Speakers
- Video System
    - 1+ Monitors (or projectors w/ screens) for online participants interaction with speaker / presenting parties and audience view.
    - 3+ Video cameras for hybrid meeting to show. Recommended scenes:
        - Conference zoom – to track on talking stakeholder.
        - Room wide angle including audience (safety shot), with option to zoom stakeholders.
        - Presenter zoom – to track on presenter, with option to also zoom on stakeholders.
    - Video Switcher
    - Tripods
- Online Meeting
    - Commission supplied Laptop will host and manage online meeting, while a Commission supplied Multi-media Laptop will stream to online meeting service (unless offeror has another preferred solution).
        - Commission supplied Multi-media Laptop will require video in (from onsite cameras), audio in (from PA system), and audio out (to feed audio from online meeting to PA system).
    - Mobile High Speed Internet connection (if not provided by venue).
- Other Equipment (Examples):
    - Back-up recording equipment.
    - AV and Power Cables/Connectors

Example Event Layout (may vary depending on venue)

Workshop Event Layout

Primarily utilized for instances where the Commission is hosting a workshop meeting.

Equipment Requirements/Recommendations

- PA System
  - Integrate with venue's PA system or provide mobile PA system that will send microphone output to in house speakers and online meeting. Mix in online meeting audio to house speakers.
  - Audio Switcher
  - 4-8 Microphones (1x mobile microphone for facilitator, 3x for groups – one each group)
  - Speakers
- Video System
  - 1+ Monitors (or projectors w/ screens) for online participants interaction with speaker / presenting parties and audience view.
  - 2+ Video cameras for hybrid meeting to show. Recommended scenes:
    - Facilitator zoom – to track on talking facilitator.
    - Room wide angle (safety shot), with option to zoom on particular groups.
  - Video Switcher
  - Tripods
- Online Meeting
  - Commission supplied Laptop will host and manage online meeting, while a Commission supplied Multi-media Laptop will stream to online meeting service (unless offeror has another preferred solution).
    - Commission supplied Multi-media Laptop will require video in (from onsite cameras), audio in (from PA system), and audio out (to feed audio from online meeting to PA system).
  - Mobile High Speed Internet connection (if not provided by venue).
- Other Equipment (Examples):
  - Back-up recording equipment.
  - AV and Power Cables/Connectors

Example Event Layout (may vary depending on venue)