

# CLUB MEETING FORMAT DECISION GUIDE: HOW SHOULD OUR CLUB MEET?



## REMEMBER...

- Always follow the laws of your jurisdiction.
- Toastmasters International Governing Documents can be found online for your reference.
- The members of the club vote on how the club should meet.
- Update TI club central with meeting details, and your area or division director.

Present this information at your Club Business Meeting with a quorum present. Encourage discussion. Have **all** members vote on this matter.

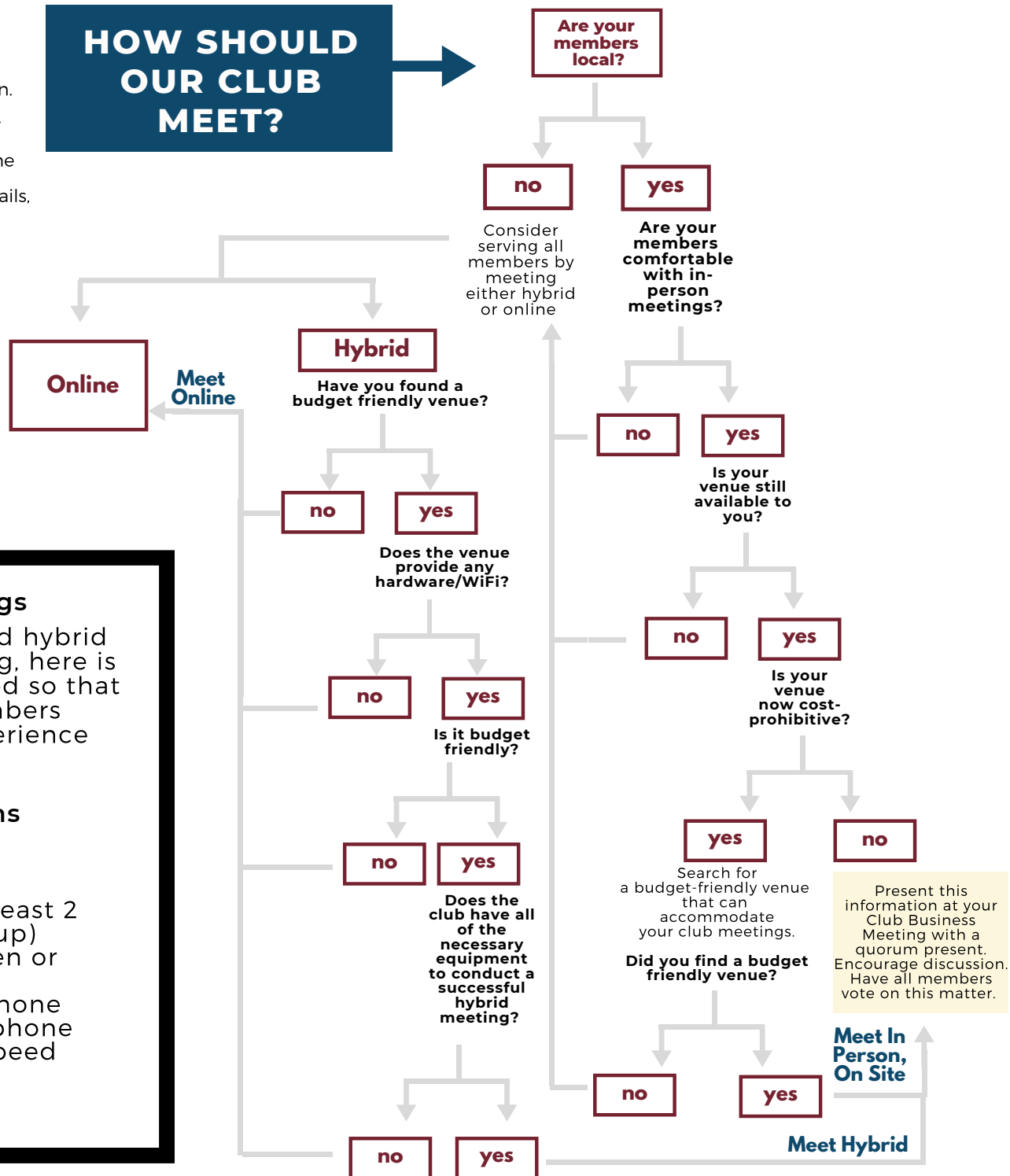
### Hybrid meetings

Based on well-executed hybrid clubs currently meeting, here is a list of equipment used so that online and onsite members have an equitable experience

### Equipment Suggestions

- 2 cameras
- 2 laptops/iPads
- 1 Zoom account (at least 2 preferred for a backup)
- 1 projector and screen or 50"+ TV
- 1 pro quality microphone or blue tooth microphone
- Location with highspeed Internet

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DISTRICT 100