

For the upcoming call to host the European Robotics Forum 2025, euRobotics has designed a sustainable format that combines an online (hybrid / virtual) and live ERF

The European Robotics Forum is usually in-person. Due to the covid pandemic we held ERF 2021 online, because travel restrictions didn't allow people to fly, and large group gatherings and physical contact was not possible. The online ERF2021 was a great success with over 850 participants (euRobotics members and non-members) from all corners of Europe. After this edition a sustainable ERF format, that combines online and a live forum has been a returning topic within our association and in the communication with local hosts. euRobotics has decided to change to hybrid format from 2025 and on

- A hybrid forum allows our community to meet in person if they want that human connection experience.
- A hybrid forum allows those who otherwise would not have been able to attend due to health concerns or travel constraints, the flexibility to engage virtually.
- A hybrid forum allows us to increased audience reach and so increase our community

Specifications needed for a hybrid event

- **Virtual Platform:** A virtual event platform or virtual conference platform is an online video hosting tool that provides administrators with flexibility in event setup, streaming, recording, audience engagement options, and more. (WHOVA, vFairs, Airmeet, etc.)
- **Internet Connection:** Strong, stable internet connection. For optimal streaming quality your internet connection should be hardwired, not wireless. To ensure stability, your internet connection should not be used for anything except your event needs.
- **Laptop Computer:** A high-powered laptop computer with ample storage space is recommended
- **Monitor:** Hybrid meetings often integrate use of several monitors in varying sizes. Larger monitors are used to screen prerecorded video content, often placed around the venue so everyone has a clear view of visual presentations.
- **Microphones:** A variety of microphones will be used including clippable microphones, headsets and handheld microphones. Adding an **audio mixer** with microphones for audience engagement and Q&A sessions
- **Audio Speakers:** The size and acoustics of a room will dictate the amount of speakers needed
- **Cameras:** Multiple HD high-quality cameras are required to capture a variety of angles, from keynote speakers to on-screen presentations.
- **Tripods:** To support and stabilize the camera(s).
- **Switcher:** Switcher to have smooth transitioning between live stream and pre-recorded content
- **Lights:** Extra lighting is required on the stage (in the plenary), as well as on the participants depending on the lights available in the room.

Crew

- **Audio Visual Support:** An AV support team (audio, sound and light) is needed. Number of crew depends on the number of streams that will run
- **Backoffice:** for online support and monitoring Q&A of online attendees (backoffice crew needs to be in a soundproof room and each crewmember has a laptop and headset).
- **Virtual platform:** people who will add the information such as program, rooms, speakers, etc. to the platform. The platform works as a website, but with the possibility of live engagement

Things to consider

- **Networking:** Implementing networking options for online attendees (online network reception or social events)
- **Sponsors and exhibitors:** Implementing sponsors and exhibitor information to the platform and the possibility to interact with the sponsors and exhibitors
- **Post-platform;** content from the event can be recorded and made available afterwards on the platform or the euRobotics website.
- **Registration:** Registration for online attendance should not be for free, registration can be done via the normal registration but also often via the virtual platform