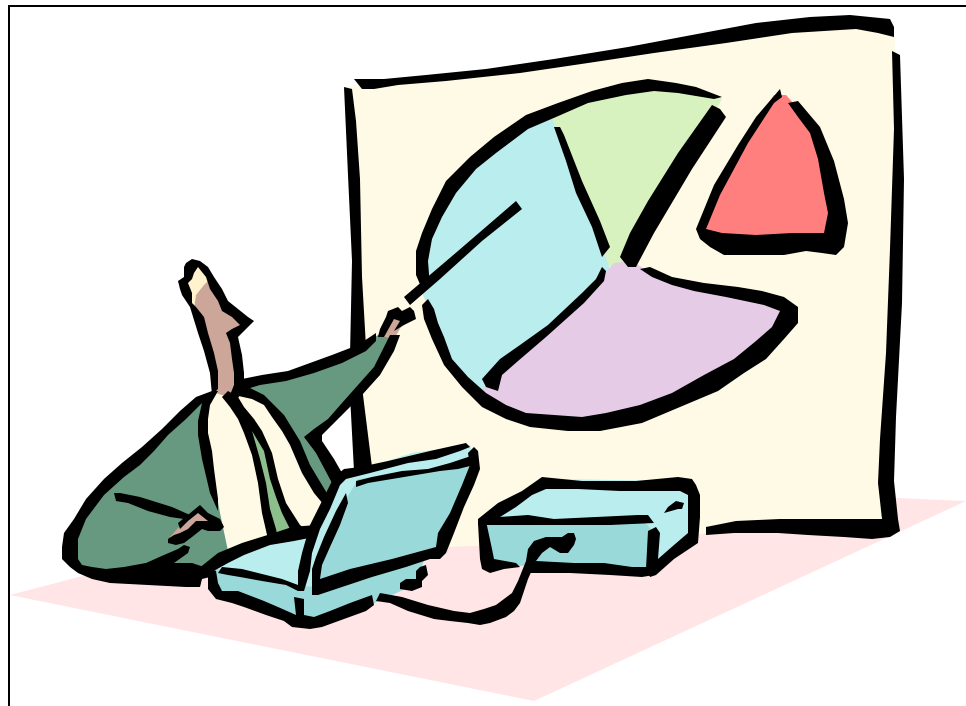




Tips for Net Meeting and UNRI Webcast Presenters Using Microsoft Live Meeting



Includes the following preparation tools:

- ? Webcasting to a Large Group
- ? Informal Presentations

For more presentation and
web connection info, please visit
www.unri.org/webcasts/presenter

Tips for Presenters

Using Microsoft Live Meeting Webcasting to a Large Group

PREPARATION

Developing the Power Point

- ✍ Opening slide should indicate title of webcast, date, and time that the webcast will begin
Why? Some people log on at the wrong time, and people like an assurance that they are on the correct webcast.
- ✍ If the webcast has an operator attending, indicate on the opening slide to Press *0 for assistance.
- ✍ If the webcast does not have an operator attending, the opening slide should say, "Please press *6 to mute your phone."
- ✍ Minimize the amount of text on slides and avoid using animation.

Questions

- ✍ Decide how you would like to handle questions. Take them at the end or after each section.
- ✍ Decide if you would like all lines muted until a certain time (to eliminate background noise).
- ✍ The host will handle the question manager – you will have the ability to access the question manager, but please do not alter anything (reordering questions, marking or unmarking which have been answered, etc.)

DAY OF PRESENTATION (once logged on to the webcast)

1. Close out of e-mail and other programs that auto-notify via sound or pop-up windows.

Why? These may pop-up during your presentation, distracting you and causing you to "click" – an opportunity to accidentally advance the slide.

2. Close/lock office door and silence cell phones as necessary.

3. Put your phone close to you so the microphone picks up your voice.

4. Hide drawing tools (in upper right hand corner) if you will not need them.

Why? So you don't accidentally draw all over the slides.

How? From the menu at the top of the screen, select

"View – Toolbars – Slide Editing" to uncheck the slide-editing feature.

5. Practice moving slides using the blue up and down arrows in the upper left-hand corner.

DURING THE PRESENTATION

1. Use the blue up and down arrows to advance the slides.

(or to go directly to a specific slide, click on the desired slide)

2. If your internet gets disconnected:

- ✍ Click the "Re-enter Meeting" button showing in one of your open windows.
- ✍ If no "Re-enter Meeting" button is showing, reconnect using the original link.

3. If your phone gets disconnected:

- ✍ Call back in using the same number and passcode.

4. If you need to talk to the host or another presenter:

- ✍ Click the name of the person you want to contact in the attendee list on the left.
- ✍ Go up to the menu at the top of the screen, and select "Attendees – Chat."
- ✍ Type your message, click "Send," and wait for a reply.

5. If someone has a side conversation that's being picked up over the phone on the webcast, it's very difficult to get their attention. In most cases, it is just best to proceed. The host will work with the operator to try to remove that person from the webcast.

Tips for Hosts

Using Microsoft Live Meeting Webcasting to a Large Group

BEST: Import Power Point by “Sharing Document to View”

Why?: 1. Best image resolution

2. Ensures that everyone sees full screen, despite screen resolution settings
(e.g., 1024 x 768 vs. 1280 x 1024 pixels)

NOTE: The amount of time it takes to import the file is dependent on the file size and speed of the internet connection.

PREPARATION WITH PRESENTERS:

Work with presenter(s) on deciding the following:

1. Date/time of presentation
2. Length of presentation
3. Estimated number of attendees (within 25)
4. Will it be recorded for later archive? If so, where will it be archived?
5. How to handle questions
 - ✍ Take questions at the end of each section, or all at the end?
 - ✍ Questions are typed into the Question Manager, or asked over the phone?
 - ✍ Amount of time for questions

Discuss mute issues:

- ✍ If the webcast is operator-attended, ask the operator to mute all lines until noted.
- ✍ If the webcast is not operator-attended, have attendees mute their phones (using the *6 button). This makes noise (2 beeps). Allow time in the beginning for everyone to mute their phones at once, and state this on the opening slide.
- ✍ If someone talks on the phone or has a side conversation that’s being picked up over the phone on the webcast, it’s very difficult to get their attention. In most cases, it is just best to proceed. The host will work with the operator to try to remove that person from the webcast.

Go over items on their Tip Sheet.

Tell them that when they call in for the webcast, tell the operator that they are a presenter and need to talk to you (the host). This will allow them to talk to the host without other attendees hearing.

DAY OF PRESENTATION

1. Import the Power Point presentation. During the import process, there may be odd changes (like bullets converting from dots to circles with the #10 inside). Allow enough time to preview the uploaded file, make necessary changes, and reload.
2. Once logged in to the webcast:
 - ✍ Walk through items as indicated under “DAY OF PRESENTATION” for presenters.
 - ✍ If an operator is attending, tell him/her to mute all lines except presenters.
 - ✍ If recording, tell operator when to start and stop recording.

DURING THE PRESENTATION:

Introduction for the webcast if it is being recorded:

- ✍ If the wecast is being recorded, the operator will need to get on in the beginning and make an announcement.

Managing questions:

- ✍ Inform attendees of the protocols for asking questions (whatever was decided by the presenters).
- ✍ Question manager: Use chat feature to tell question asker when will get to question or to clarify.

✍ Use the chat tool to communicate with attendees and presenters (not currently presenting) as needed.

Tell attendees how you will manage questions and muting (see below example):

We will take a few questions after each section. To help manage this, please type your question into the box located in the lower right-hand corner of your screen and hit “Submit.” If you don’t want to type the full question, can just type a ? and “Submit.” There will also be time at the end of the webcast for a few questions.

If you would like the Power Point slides to fill your entire screen, hit the F5 button. You can toggle back and forth between the standard and full screen by hitting the F5 button more than once.

Finally, at this point, if you haven’t already done so, please mute your phones so we don’t hear cell phone conversations, talking to other people, or other unexpected background noise. To mute your phone, hit *6. To unmute your phone, hit the same combination of *6.

ENDING THE SESSION:

Important – Do not just close the Live Meeting Window. Formally end the session.

Under “File” select “Exit and End Session.” This will disconnect everyone so that charges are not continually incurred until all of exited.

See Next Page for Informal Net Conferencing Tips

Tips for Hosts

Using Microsoft Live Meeting For Informal Net Conferencing

DISPLAYING FILES:

Under the “Share” menu, choose how to display the file based on the following:

Power Point files that you want to show (not edit)

Choose: Share Document to View

This will actually convert the Power Point file to a different file format for viewing.

Why is this the best choice?

1. Best image resolution
2. Ensures that everyone sees the entire slide, despite screen resolution settings (e.g., 1024 x 768 vs. 1280 x 1024 pixels)

NOTE: The amount of time it takes to import the file is dependent on the file size and speed of the internet connection. During the import process, there may be odd changes (like bullets converting from dots to numbers). Allow enough time to preview the uploaded file, make necessary changes, and reload.

Files that you want to edit and/or give control to others to edit

1. Make sure that the file is located on the desktop (it is helpful to create a folder on the desktop for this session and put all files to be shared in that folder for easy access).
2. Choose: Share Document to Edit.
3. Navigate to the file.
4. To return to the Live Meeting screen, click the left-pointing arrow (second from the top) on the toolbar to the left (toolbar appears when in “sharing” mode).
5. To return to sharing, click the file name in the resource list.

What does this feature allow?

- ✍ Allows the host to give control to others for editing
How? A toolbar on the left will appear when sharing the document to edit. The second icon from the bottom allows the host to share control with any of the attendees.
- ✍ Allows the user to see the menu and toolbars
- ✍ Allows the host to use all features found in the base program (e.g., zooming, highlighting)
NOTE: It is a good idea to use the base program's

What are its limitations?

- ✍ Prevents the host from seeing the rest of the Live Meeting features like resource list, attendees, and question manager.
- ✍ Prevents the host from opening other applications behind the scenes

Website or other program that you want to demonstrate interactively (host or shared control)

Choose: Share Application

What are its limitations?

- ✍ There will be a delay from what you see and what the attendees see.
- ✍ The attendees may not see the entire window being shown, depending on screen resolution settings.

SHARING OPTIONS:

Share Document to View

Converts the file to a format that displays with better resolution.

- ✍ Good for showing pictures and Power Point slides
- ✍ Cannot be edited on the fly
- ✍ Shows 1 entire page at a time, without the ability to zoom (for text documents, this makes it tough to see unless the font is large)
- ✍ Ensures that everyone sees the full slide or page, despite different screen resolutions

Share Document to Edit

What does this feature allow?

- ✍ Allows the host to give control to others for editing
How? A toolbar on the left will appear when sharing the document to edit. The second icon from the bottom allows the host to share control with any of the attendees.
- ✍ Allows the attendees to see the menu and toolbars of the program being used to edit the file (e.g., MS Word)
- ✍ Allows the host to use all features found in the program being used to edit the file (e.g., zooming, highlighting)

What are its limitations?

- ✍ Prevents the host from seeing the rest of the Live Meeting features like resource list, attendees, and question manager without .
- ✍ Prevents the host from opening other applications behind the scenes

Share Application

What does this feature allow?

- ✍ Allows the host to interactively use a program (e.g., web browser) and show its functionality.

What are its limitations?

- ✍ There will be a delay from what you see and what the attendees see.
- ✍ The attendees may not see the entire window being shown, depending on screen resolution settings.