Room Types

1. **Acrobat Connect Room** – An Acrobat Connect room that will seat up to 90 users
2. **Acrobat Connect Auditorium** – An Acrobat Connect room that will seat up to 480 users

Acrobat Connect Room and Connect Auditorium

Features

- Up to 90 users in a meeting (*Connect Room*) or 480 users in a meeting (*Connect Auditorium*)
    - Ability to perform video conferencing via Webcam, with one or more video broadcasts running at a time
    - Ability to perform audio conferencing via computer-attached microphone or microphone/headset combos
    - Presentations (PowerPoint, Images, Audio Files, Flash Movies), Interactive Whiteboard, Polling, Desktop Sharing, and Chat

Instructions

1. To reserve the Connect room, check the Connect Calendar (under the appropriate Acrobat Connect heading on the http://www.tlc-mtss.com/virtual-meetings.html Website) to ensure that the dates and times that you would like to use the room are available.
2. If your dates are available, email Sam Jeanty (samueljeanty@usf.edu) and provide him with the dates and times that you would like to use the room.
3. **IMPORTANT:** Make sure you identify who will be the host for the meeting. The host will be sent the log in name and password.
4. Participants will enter the room using the "Enter Connect Room" link on the http://www.tlc-mtss.com/virtual-meetings.html website. They will log in with their name, as they would like it to appear in the Attendee List.
5. The host will enter the room using the "Enter Connect Room" link on the http://www.tlc-mtss.com/virtual-meetings.html website. They will log in with the user name and password they received in their confirmation email. Once in the room, hosts can upgrade users to *Presenter* status as needed. Do not give participants *Host* status unless necessary.
6. **IMPORTANT:** Prior to your meeting, make sure the host has the host log in name and password. **Email or call Sam Jeanty at (toll free) 1-844-705-4385, if a problem occurs.**
7. **Additional Training Materials can be found at:**
    a. https://www.connectusers.com/learning_center/getting_started/quickstart.php (self-paced video demonstrations)
    b. http://connectusers.com (Up-to-date tutorials and Community Forums)

Planning and Setting Up Acrobat Connect Professional Meetings

1. Create a plan for the meeting. Determine what you hope to teach, what examples you will use, which content (presentations, animations, videos, documents, and so on) will be shared, who will be allowed (or encouraged) to present, and so on.

2. Create a meeting agenda. Plan for break times.

3. Plan interactions. Decide when you are going to ask and answer questions, when you are going to present polls, and when other participants will present or share documents. Establish how you will call on participants to participate.

4. Create and test all supporting content prior to the scheduled meeting.

5. Create the meeting room, schedule a meeting, and invite users well in advance. Invitations should include the following information:

   - Name, date, and time of the meeting
   - Name of the meeting leader
   - Expected duration of the meeting
   - Session agenda
   - Web address (URL) for joining the meeting
   - Directions for participants to test their computer system prior to the meeting
   - Instructions indicating whom to contact if they have technical difficulties

6. If the meeting or class is an ongoing or biweekly program, send out a schedule so participants can plan for all sessions.

7. Provide a link to any prerequisite materials.

8. Before the meeting, provide participants with a set of ground rules, such as the following:

   - Wait for the planned question time to raise questions.
   - Use the Attendee List pod to indicate if the pace is appropriate and to request permission to speak.
   - Refrain from web surfing during the meeting, unless directed by the Presenter.
   - Turn off "hold music" if the session includes a conference call.
   - Turn off radios, alarms, cell phones, and other distracting sources of noise.
   - Lock your office door or put up a sign that reads "Quiet please – meeting in session."
   - Use appropriate language and show respect for all other participants.
   - If possible, use headsets rather than speakers.
   - Use your real name, not a web handle or alias.
   - Stay involved, participating in discussions, surveys, and polls.

9. Create a self-guided Adobe Presenter presentation that explains online etiquette or meeting FAQs.

10. Preload all content into the meeting room before the scheduled meeting.

11. Prepare resources or links to additional information. You can create a Web Links pod in the meeting room for presenting this information.

12. Plan a meeting summary. A summary reinforces learning and provides closure to the session.

13. Conduct a trial run. Ask some participants or colleagues to log in before class (preferably a few days before) to check the system. Test such features as application sharing, document sharing, running presentations, and playing video.

14. Arrange to have your learning coordinator or other support staff available to resolve problems before and on the day of the scheduled meeting.

15. Send out a reminder one day before the class.

16. If your meeting is going to occur only once and you expect to have over 50 participants, consider scheduling a seminar instead of a meeting.

Leading Acrobat Connect Professional Meetings

1. Show up early. The meeting leader should be the first one to enter the meeting room.

2. Use headsets instead of speakers.

3. Place a picture of a participant nearby. This will help you remember you are talking to real people on the other end.

4. Do what you can to minimize distracting background noise during the meeting. Turn off ringers on phones, pagers, and watch alarms. Lock your office door or place a sign that reads "Quiet please – meeting in session."

5. Set an engaging pace and monitor the audience:

   - Vary your pace to keep participants interested.
   - Use an inflection tone or pitch to vary the sound of your voice.
   - Encourage participants to give you feedback about the pace of the session.

6. Speak with confidence:

   - Use a script or at least note cards.
   - Avoid verbal pauses (umms and ahhs). Eliminate verbal tags (you know, OK).

7. Actively engage the participants:

   - Use the whiteboard and annotation features to draw attention to certain items on the screen.
   - Include multimedia elements such as video clips, pictures, and audio clips.
   - Turn participants into presenters.
   - Ask learners to share their opinions or experiences with the group.
   - Use polls throughout the meeting. Poll results are immediate. Share and discuss them.
   - Ask thought-provoking questions.
   - Create a segment with a game-show or interview format—think Jeopardy or talk show. Don't limit yourself to the traditional classroom format.

8. Recruit a technical assistant to support you while you lead the meeting. This person can resolve technical issues, such as helping participants who cannot log in:

   - Provide a side channel of communication so you and your assistant can share information. Consider a second phone line (such as a cell phone) or some type of instant messaging system.
   - Distribute the e-mail address and phone number of the technical assistant to participants so they know whom to contact without interrupting the flow of the meeting.
   - Consider making the assistant responsible for the Chat pod while the meeting leader speaks.

9. Consider having a co-presenter during the meeting:

   - Take turns to vary the delivery, or have the co-presenter summarize chat questions so the presenter can address them.
   - Determine in advance who is covering each section of the material.
   - Consider having a colleague in the audience. The colleague can log in remotely as a participant and monitor the participant experience while channelling concerns or considerations to a technical assistant or co-presenter.

10. Use the Record feature to record the meeting. You can make this recording available for participants who missed the scheduled meeting. You can also learn a lot about the meeting and your delivery by reviewing the recorded presentation.

11. Visualize the best class you have ever delivered. Smile.

Recording Acrobat Connect Professional Meetings

With Adobe Acrobat Connect Professional, you can record your online meetings for later use. You can then make them available for participants who missed the scheduled meeting. You can also learn a lot about your delivery style by reviewing the recorded presentation. Below are some tips and ideas to consider when recording an online meeting:

1. Create a script or outline. Scripts provide you with the content you need to convey your message and keep from becoming sidetracked during the session. It also helps ensure that you cover all the topics you intended to cover:

   - Highlight words in your script that you want to emphasize.
   - Add stories and anecdotes to engage learners.
   - Add overview and summary sections to the script.
   - Practice your script before recording the session.

   If you plan to use a presentation during the recorded session, create your script by using the Notes feature in Microsoft PowerPoint to match the timing of the slides in your presentation.

2. Create a quiet setting for recording the session:

   - Purchase a good microphone and set of headphones. Microphones that connect to your USB port work well.
   - Do a sound pre-check to avoid being too close to or too far from the microphone.
   - Record at times that reduce background noise (perhaps in your office on a Saturday).
   - Turn off ringers, pagers, watch alarms, and so on.

3. Strive for interactivity:

   - Ask rhetorical or thought-provoking questions.

   Build in the ability to navigate to different parts of the presentation, giving learners more control over their learning experience. Remind learners to pause the presentation before they link to another location.

   - Propose a question, allow time for learners to think about an answer, and then reveal the answer.

4. If other participants are involved in the recorded session, have them use headphones instead of speakers. Have them turn off their speakers. This helps reduce the possibility of recording audio feedback.

5. Consider the shelf life of the recorded session:

   - Time- and date-stamp your presentation so people know when it was created.
   - Provide links to more frequently updated references.
   - Avoid references to current events if discussing timeless topics.

   Provide pointers for accessing potential updates or explain where to find material that may be released subsequent to your presentation.