Putting It All Together:  
Tips for Conducting a Successful Adobe Connect Meeting

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Objectives

• Identify best practices for the Host, Presenter(s) and Participants to make your meeting run more efficiently.

• List important Adobe Connect Meeting settings for everyone that attends a meeting.
Meeting Roles

• **Host**
  - Creates meeting
  - Sets up meeting space
  - Uploads content
  - Invites attendees
  - Assigns roles
  - Manages meeting

• **Presenter**
  - Presents content
  - Broadcasts audio/video

• **Participant**
  - Views and hears content
  - Use text chat
  - Broadcast audio, video and shares content if given permission
For Everyone

• Take care of all technology issues prior to the start of the program.

• Do not use a wireless connection!

• Shut down all software programs NOT being used for the presentation.

• Optimize room bandwidth to DSL.
For Everyone

• Log on to the meeting space in advance of the upcoming meeting.

• Choose “Meeting” and “Audio Setup Wizard” to configure your audio or video.

• Pause camera and mute microphone when not speaking.
The Talk Button

- Multiple “ON” microphones can cause feedback!
- Select “Voice On - One Speaker.”
Turn on Audio and or Video

**Host Menu Items**

- Meeting
- Present
- Layouts
- Pods
- Manage Access & Entry
- Create Breakouts...
- Record Meeting...
- Manage Meeting Information
- Room Performance & Appearance
- Manage My Settings
- End Meeting...
- Exit Connect Pro

**Presenter and Participant Menu Items**

- Meeting
- Help
- My Connection Speed
- Audio Setup Wizard...
- Select Camera...
- Full screen
- Exit Acrobat Connect

**Camera**: QuickCam Orbit/Sphere MP
Turn on Audio and or Video
More on Configuring Audio and Video

• How to Configure Audio and Video for Your Adobe Connect Meeting
For Participants

• View and listen to content.

• Run the “Audio Setup Wizard” if you expect to hear/use audio or video.

• Communicate through the “Chat” Pod.

• Communicate through the Attendee List “My Status” button.
For Presenters

• Practice in advance of your presentation.

• Become familiar with the Connect interface.

• Preload content (PowerPoint, JPEG’s, .swf, Flash Paper) into the “Share Pod” in advance.

• *Screen Sharing* is bandwidth intensive.
For Presenters

• Have programs that you are screen sharing open to the appropriate window and ready to demonstrate.

• Avoid launching and logging into programs during the meeting.

• Consider pausing your web cam after introductions to conserve bandwidth.
What is Bandwidth?

• In computer networks, bandwidth is often used as a synonym for data transfer rate - the amount of data that can be carried from one point to another in a given time period (usually a second).

• A computer connection with a high bandwidth may be able to carry enough information to sustain the succession of images in a video presentation.

• Optimizing Room Bandwidth (Adobe)

Source: Search Networking.com
Recruit Staff Technology Support Before the Meeting

• This person should be able to resolve technical issues such as helping participants who are having trouble logging on or starting their video and/or audio broadcasts.
What is a Moderator?

• Assists Host and Presenter(s) in managing the meeting.

• Can answer “Chat” questions, manage “Polling”.

• Must be given access to Pods by Host promoting to Presenter, Host or changing “Enhanced Participants Rights”.
For Moderator

• Monitor the Chat pod, attendee status window and any other pods that the host/presenter needs additional assistance monitoring.
For Host

• Create a plan for the meeting session.

• Determine what you plan to teach, what examples you will use, which content (PowerPoint presentations, animations, videos, documents, and so on) will be shared, who will be allowed (or encouraged) to present, and so on.

• Create a meeting agenda.
For Host

• Preload all content and rehearse your presentation.

• Decide when you are going to ask and answer questions, when you are going to present polls, and when other presenters or students will present or share.
For Host

• Decide whether or not the meeting will be recorded.

• Include a link to the [AHNR-IT](http://example.com) web page on Adobe Connect resources for participants to see when they enter the meeting room.
Have a Back Up Plan!!

- Have a back up plan in case the technology doesn’t work (i.e. conduct audio by telephone or phone conference if needed).
Host Cursors

- This could be distracting for your attendees.
What is the Sync Button For?

- When showing PowerPoint files select the “Sync” button to prevent participants from having the ability to pre-advance through the slide show.
- The “Sync” button is located on the bottom of the “Share” Pod.
Enhanced Participant Rights

- Manage participant access to specified pods.
Uncheck “Block Incoming Attendees”

- If not, a host will have to allow all users in **one at a time**.
Do not “Auto-Promote all Participants to Presenters”
Uncheck “Move and Resize Pods”

- Only the Host can close a Pod.
- This will prevent the Host from inadvertently closing a pod.
During the Meeting

• Give an overview to participants about how the meeting will be conducted, explain if the meeting will be recorded, and emphasize that anything they type or say in Chat whiteboards, camera/voice, etc. will be recorded.
Chat Pod Content

- Chat Pod content remains unless you clear it out.
Ending Your Meeting

- Manage Access & Entry
  - Create Breakouts...
  - Record Meeting...
- Manage Meeting Information
- Room Performance & Appearance
  - Manage My Settings
- End Meeting...
- Exit Connect Pro
Accessing a Recorded Meeting

- Log on to the Connect Server.

![Meeting Information](image-url)

**Meeting Information**
- **Name:** cestes
- **Start Time:** 09/21/2005 1:30 PM
- **URL:** [http://connect.aa.vt.edu/testtt/](http://connect.aa.vt.edu/testtt/)
- **Access:** Only registered users and accepted guests may enter the room
# Recording Information

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Online Training

- Carl Estes (540) 231-1385
- Belinda Carroll (540) 231-2443
- Your Area Information Technologist (AIT)
Resources and Content Sources

• Introduction to Adobe Connect Meeting
  (Watch this presentation to learn how to create a meeting)

• Setting up Audio and Video for Your Connect Meeting

• Managing Meeting Pods and Sharing Content

• Optimizing Meeting Performance

• Adobe Connect Meeting User Guide for Hosts and Presenters (HTML | PDF | Download)

• Adobe Connect Meeting User Guide for Participants (HTML | PDF | Download)

• Adobe Connect User Community

• My Top 15 Tips on Hosting Virtual Meetings

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