



Electromeeet Sessions – Tips and Tricks

Briefing notes for Presenters and Moderators


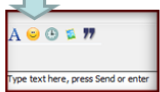
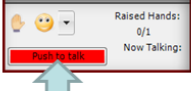
These notes are intended as suggestions for Providers who are offering short, one-off sessions with new participants. Many of the items listed here may not be necessary with experienced presenters and experienced participants.

Getting started


1. Get a **Skype** account or similar so that Presenter and Moderator can communicate 'outside' the Electromeeet software when necessary – usually by text is easiest. Also useful when setting up the first session(s).
2. Rehearse and practice well before the first session.
3. Get into the first session about **one hour prior** to the start time. Upload slides, check audio. Put a "Welcome" slide on the whiteboard. Either incorporate the Welcome slide into the presentation so it uploads with the others, or upload separately. Remember, you can use the drop down menu next to the slide controls to jump quickly from one slide to another – so if this slide loads at the end you can quickly jump back to the first slide of the actual presentation.

Welcome to this online session

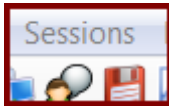
There are at least 3 ways to interact with your presenter today.

1. Use the **Text** tab, near bottom left of your screen. Type the message in the space next to the "Send" button, then enter or click Send. (Ensure "All" is selected in the drop-down menu under the typing area)

2. Use the **Emoticons** selection in the text window – choose an emoticon then click send or enter.

3. **Talk!** Click the **Push To Talk** button. The button will change to yellow when you are queued, then green to show that your microphone is live.

Remember to click it again when you have spoken

The session will commence at...



4. Slides can be left in place for subsequent sessions with the same content if desired, rather than clicking "Sessions>**Session Reset**".

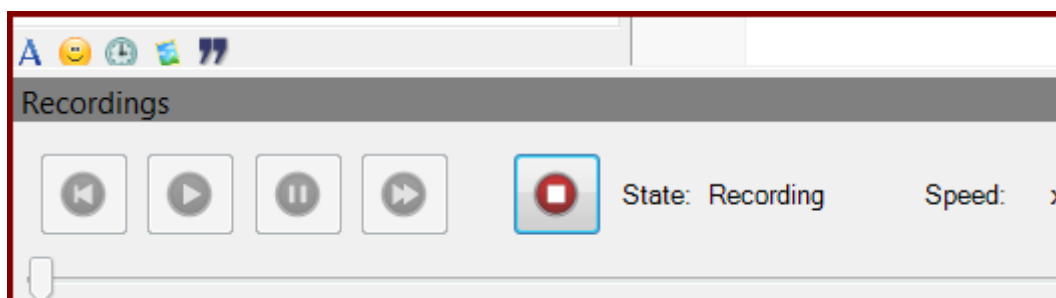


Leaving the slides in place will mean that the text messages from preceding sessions are also there, plus any scribble on the slides unless cleared, and this will download when new participants join subsequent sessions. Our recommendation is to reset and then upload a fresh set of slides before closing logging off, at the finish of each session. This means the slides will be there when you log in ahead of the next session and also that the first slide will be visible to any participant who logs in to test his or her connection.

5. If time permits the Moderator (or Presenter) should **welcome** participants as they log in. Type a Hello in the text area and / or talk to them. Try to ascertain if they have a microphone and will participate orally, or just use the text. Can they hear OK? Explain how to set microphone and speaker volume (see Audio window, bottom left of screen).
6. As the session gets closer there may be **emails** to the moderator from intending participants who are having difficulty logging in. Try to reply if time, but near to start time perhaps just advise them not to spend more time and that you will send a link for the recording.

Session begins

1. Moderator can **start** the session. Start by saying the session will be recorded if that is the case. At this point remember to start the recording! Also cover:
 - a. How to type text questions for presenter
 - b. Use of emoticons in the text window
 - c. Use of audio (Press Push To Talk, goes to Yellow when queued and presenter can see who is in line, then Green)
 - d. How the whiteboard works, and maybe mention that a 'remote window' may appear if the presenter uses the web tour feature.
2. Please note that the recording will repeat text, audio, whiteboard and participant window activity. It will not show the remote window used for the web tour or desktop sharing, video, or remote labs.
3. **Introduce** the Presenter in brief. Has the recording been started?



Interaction

1. It is absolutely vital that the presenter interacts with the participants; otherwise they will stop listening and probably log off. **Set the pattern** by asking them to type in their location. Then: Pick names at random for simple questions; Ask general questions that all can reply to (questions about work experience in relation to the subject are ideal); Get them to answer questions using emoticons; ask for opinions. Try to remember who does not have a microphone (they can just use text).
2. Experienced presenters may want to give selected participants **whiteboard** permissions as another technique for interaction. Highlight the participant's name by clicking it, then right click and "Enable Whiteboard..." from the drop down menu. Remember to remove this permission (click name, then right click, then "Disable Whiteboard..."), otherwise participants may start advancing your slides without your knowledge!
3. Experienced presenters should also use the **Polling** feature (bottom line, left side, of whiteboard tools).



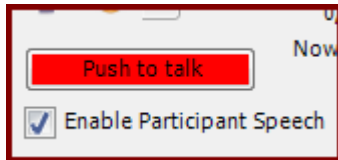
This allows you to pre-prepare a slide with a question on it or to make a slide on the fly (latter is not recommended for short presentations – too time consuming). When a pre-prepared slide is reached in your presentation, press the 'New Question' tool, then select the Current Slide tab and click OK. Your participants will see a row of boxes under the slide, labelled A to E. Ask them to click on their answer and you will see the results in the Participant window. Participants do not see the results, so you will need to talk about them.

4. Experienced Presenters might also use the **Web Tour** feature. See whiteboard tools, next to the Polling (New Question) tool. When the web tour button is selected by the Presenter, a separate window is launched – a mini-browser. Enter a URL address in the top row (ideally have this ready to paste into the row from your usual browser) then click "Take All to Page". Participants will see a remote window launch on their PC's and be able to see the page you have loaded. Please note that participants can browse away from that page in their mini-browser window, so you *must* maintain control – when you want to show a new page, *always* click "Take All To Page" after it is loaded – this forces a refresh of the participants' mini-browser windows. And when finished, shut down your mini browser – this will shut down the participants'.
5. It will take much longer to get through the slides when interaction is occurring, but **interaction** is essential and 'covering everything' less so. It is usual to cover far fewer slides than expected.

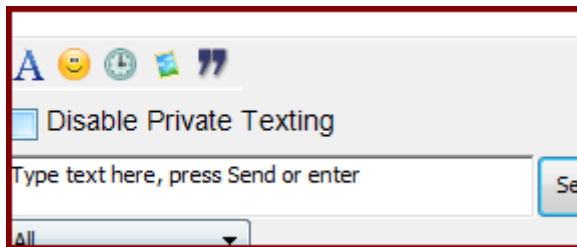
General

1. **Keep it simple.** There are other tools in Electromeet that might be tempting, but for short 'public' sessions using tools like video and desktop sharing may not work for all participants so these are best left to longer term sessions with regular participants and skilled presenters.

2. If students are disrupting the session (usually unknowingly), you can **remove permissions** by clicking their name, then right-clicking and selecting from the drop down menu. Disabling Audio means that they cannot talk but also cannot hear.
3. You may also want to uncheck the "Enable Participant Speech" box if you want to have no talk back. Not recommended if you want interaction!



4. You can also make sure that Participants' text messages are seen by everyone and that individuals cannot have private text sessions. Simply check the box next to Disable Private Texting in the text window.



5. In a webinar advertised as 45 minutes or one hour, it is a good idea just to have enough slides for **30 minutes**. This implies around 20 and no more than 30 slides absolute maximum. This will mean that you should have time for interaction. And try to build in some pre-prepared slides with "polling" questions; these will allow everyone to participate.

Closing the session

1. After a Q & A session please aim to **close on time**. Allow the moderator a couple of minutes to wrap up. Thank the participants and say that a recording will be available (if you remembered to record the session). Tell them that to exit they just need to click the "X", top right of screen.
2. Stop the **recording**.
3. The moderator can **retrieve the recording** by logging in to the Electromeeet website at provider Log In, then navigating to the "Manage Recordings" page and following the instructions. Sending the link (for participants to optionally download the recording) is better than sending the whole file, which can get quite large.