



# GOOD IDEAS

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## GET READY

### PREPARE YOURSELF

- ▶ Practice, practice, practice! Get comfortable with the technology before your first formal session. Participants are focused when you are confident.
  - ▶ Set up practice sessions with a colleague, or practice alone.
  - ▶ Record the session to review your style and skills.
- ▶ Your voice is critical to setting the tone, so smile and share your enthusiasm.
- ▶ View [Recorded Trainings](#) in the TRAINING CENTER to refresh on specific features.

### ICE BREAKERS

- ▶ Ice Breakers are a great way start a meeting. Choose a fun or topic related activity with a new group of people who will meet often. A fun way to get to know each other and get comfortable with the group.
  - ▶ Post a map of the on the Whiteboard and have participants use the tools to show where they are now, or where they would like to be!
  - ▶ Ask each participant in advance for their picture; as you post a picture on the Whiteboard have that person introduce themselves.
  - ▶ Post a question with multiple possible answers; ask participants respond using the **Polling** tool.

### AUXILIARY TOOLS

- ▶ Tablet PC's or WACOM Boards
  - ▶ Use your stylus to write on your tablet and the information appears on the **CCC Confer** Whiteboard. Great for Math and Science courses.

- ▶ Easier for the instructor to write and better for the students to view.
- Smart Board Displays
  - ▶ Connect your computer to your smart board. Write on the smart board and the information appears on the CCC Confer Whiteboard.

## PREPARE PARTICIPANTS

- First time participants should run our [Test Your Computer Readiness](#) wizard at least two days before the meeting.
  - ▶ Allows for time to address any connection issues.
  - ▶ Trouble shooting documents are located on the [Support](#) page of our website.
  - ▶ Client Services can assist in troubleshooting.
- VOIP users should run the Audio Wizard while in the test room.  
TOOLS > AUDIO > AUDIO WIZARD
- Recommend viewing quick guides for [connecting to the meeting](#) and a [room overview](#) before the first session.
- Send out reminder notices.
  - ▶ Include the telephone number and passcode.
  - ▶ Add other information participants need to know prior to the meeting.
  - ▶ Let everyone know if they have the option of listening over the computer (when you connect the Teleconference Bridge).

## TELEPHONE CONFERENCE LINE OPTIONS

- Your meeting email confirmations include the features available on the conference bridge. Here are our recommendations for managing the conference line:
  - ▶ If you have more than one Presenter each should use the Presenter passcode when calling into the phone bridge.
  - ▶ Presenters / facilitators can press \*6 to mute their own line when they are not speaking, then \*6 again when it is their time to present.
  - ▶ For larger groups, us lecture mode \*96 to mute all Participants. Lecture mode prevents background noises and over-talking from being heard by everyone.
  - ▶ Remove the lecture mode \*97 when you want to open the telephone line for questions.
  - ▶ Participants will be able to listen over their computer when you connect the **Teleconference Bridge**.

# ON THE MEETING DATE

## LOG IN EARLY

- ▶ A good target is 15 minutes before the start time.
  - ▶ Early arrivers appreciate being greeted and knowing they are in the right room.

## SET THE TIMER

- ▶ Use the **Timer** to let everyone know how long before you begin.
  - ▶ The **Timer** opens in a pop-up window for everyone to view.
  - ▶ Choose time-count up or count-down options, add a title such as *"We will begin in..."*.

## CONNECT THE TELECONFERENCE BRIDGE

- ▶ If you plan to record, the Teleconference Bridge must be connected to capture the conversation in the recording.
  - ▶ This is a preparation step' the recorder does not start until your press record.
- ▶ If you will use lecture mode, press \*96. An global announcement states the conference line is in lecture mode. Let everyone know how and when you will take questions.
- ▶ When the call is not in lecture mode, the operator can isolate noisy or static lines and disconnect them from the conference – press \*0.
- ▶ Participants can listen over their computer when the Teleconference Bridge is connected.

## BRING IN YOUR PRESENTATION CONTENT

- ▶ Upload your PowerPoint presentation slides.
  - ▶ Include a Welcome slide with the meeting title, your name, and the conference telephone number and passcode.
  - ▶ Use housekeeping slides to show how to use **Chat**, raise a hand, adjust the audio, or any feature you will give access to participants.
- ▶ Open applications and documents you plan to show using **Application Sharing**.
- ▶ Have the url address ready on your browser if you plan to use **Web Tour**.
- ▶ Get ready any files you want to 'hand out' with **File Transfer**.

# START THE SESSION

## SEND A CHAT ANNOUNCEMENT

- ▶ Let everyone know you are ready to start.
- ▶ Chat announcements appear in a pop-up window to get everyone's attention.

## SET THE TIMER AGAIN...

- ▶ Use the **Timer** in private view and it becomes your 'assistant' for staying on the time schedule.
- ▶ Set the **Timer** if the group takes a break – time how long until you begin again.
- ▶ Set the **Timer** when working with students of activities with limited time.



# ***PRESENT!***

Now is the time to bring the group together, introduce the presenters and topic, and start sharing your information.

## READY TO RECORD?

- ▶ When you click the red record button, all conversations and content are captured.
  - ▶ Start recording when you formally begin to present so archive viewing begins with the relevant information.
  - ▶ Pause the recorder if you want to take a break or go off topic, then restart when ready.

## ENGAGE PARTICIPANTS

- ▶ Experts recommend interacting with your audience every 6 minutes!
  - ▶ Poll participants to check for understanding; have them click the  for Yes, or  for No, or expand the poll to multiple choice options.
  - ▶ Encourage the use of emoticons for participants to express their feelings.
  - ▶ Ask participants to write on the Whiteboard when appropriate.

# THE MEETING IS OVER

## FINAL THOUGHTS

- ▶ Thank everyone for attending.
- ▶ Let them know if an archive will be available for viewing.
- ▶ Inform them of plans to meet again, and state the next date if already scheduled.

## STOP THE RECORDER

- ▶ When the meeting is over stop the recorder.
- ▶ Disconnect the **Teleconference Bridge** in the room.

## EXIT THE ROOM

- ▶ Remind everyone to exit the room; the archive is created when the room is vacated.
- ▶ Remove participants who stay behind by right clicking on their name and select “Remove Participant”.

# STAY INFORMED

## WATCH FOR NEW INFORMATION

- ▶ Our homepage will banner upcoming **CCC Confer** hosted **Webinars**.
- ▶ Read our quarterly **CCC Confer** Newsletters

## FOLLOW US ON **FACEBOOK** AND **YOUTUBE**

- ▶ See suggestions and ideas from **CCC Confer** and your colleagues.
  - ▶ Have a good idea or experience using **CCC Confer**? Let us know we will share it with others on our **Facebook** or **YouTube** pages.

# NEED MORE HELP?

## CLIENT SERVICES

- ▶ Monday – Friday
- ▶ 8:00 am – 4:00 pm
- ▶ [clientservices@cccconfer.org](mailto:clientservices@cccconfer.org)
- ▶ Telephone 760-744-1150 ext 1537, 1554 or 1542