



CONDUCTING SUCCESSFUL ST. JUDE CURE4KIDS ONLINE MEETINGS

- Provide the objectives and agenda to all participants well in advance.
- Stay focus on the main points.
- Stay in control of the meeting.
- Make sure everyone is fully engaged.
- Work to reach decisions.
- Conclude the meeting with a review of any decisions, assignments and goals agreed upon during the meeting.

BEFORE THE MEETING:

Know the program

- Spend some time learning how the platform works before your meeting.
- Know how to use the Cure4Kids group space (how to send announcements, save a document, create the event, notify the members). For the Live meeting know how to upload the presentation to the Adobe Connect server and advance the slides.
- For more information, use the Cure4Kids website documentation: [How to use the Cure4Kids Working Groups, Presenter's Guide](#) and [User's Guide to the Web conference tool \(Adobe Connect\)](#).

Provide Access information and materials

- Create the event for each meeting and send out the invitation, include necessary directions so attendees will know how to log in. **When there are participants in different time zones, specify the time in each zone to avoid confusion, for example, "8 a.m. CST and Centro America; 7 a.m. Culiacán, México."**



- We are using an application that requires running a wizard once on all the computers that the participant uses to attend. Suggest that attendees run it ahead of time so that technical issues do not delay the start of the meeting and **not to connect wireless**.
- Test microphone and speaker prior to the meeting.
- Agendas should be sent out in advance and the slides saved in the Documents tab in the Working Group space and Adobe Connect. Everyone can then access or download the files prior to the meeting.
- Send reminders to the members via the Cure4Kids Working Group (Calendar tab).

CONDUCTING SUCCESSFUL ST. JUDE CURE4KIDS ONLINE MEETINGS

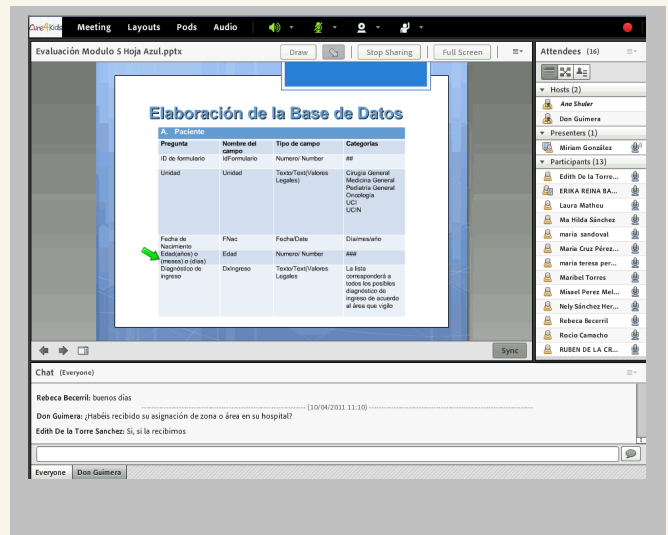
DURING THE MEETING:

Take attendance and ask each participant to verify their audio

- With a remote meeting, check the participant list to know when people are present, connected, and ready to begin.
- Ask the attendees to do the audio setup wizard:
Click **Meetings > Audio Setup Wizard**. The wizard will guide them through steps to test the speakers, select the microphone, and optimize the audio settings.
- Start with a roll call for all sites to test the audio and for attendees to speak on the microphone. This will also help everyone know how loudly and clearly they need to speak.
- Note the names of the participants. When you want to ask questions or solicit opinions, your list will make it easier to remember who you have not heard from in a while so you can call on those people specifically.

Specify the ground rules Mute button

- To reduce microphone noise, ask the participants to **mute their microphone** when they are not speaking.
- Inform the members what the rules to the meeting are. For example: If there are any questions, click the “raise the hand” button; questions are at the end of the meeting, etc.
- Encourage participants to write their questions in the chat pad area.
- Even if you sent out an electronic agenda in advance, take time out from the conversation periodically to remind your colleagues what has been covered and what remains to be discussed.
- At the end of the meeting, ask for feedback and encourage the participants to fill out an evaluation form.



AFTER THE MEETING:

- Contact participants via email soliciting feedback
- Fill out and submit an evaluation form for the event for each working group meeting.
- Encourage the participants to fill out an evaluation. Provide the instructions on how to access the evaluation and submit it.

For assistance with the Cure4Kids Live Meetings, please contact: help@cure4Kids.org