CURE4KIDS WEB MEETING BEST PRACTICES

Online Events has become a critical part of Cure4Kids, and best practices become increasingly important.

The following are some tips to follow to have a superior online experience.

TIPS FOR ALL PARTICIPANTS:

- Install the Cure4Kids Web Conference tool Adobe Connect.
- Consult the user's guide.
- Log in 15 to 20 minutes prior to the meeting to test the audio.
- Do the audio setup wizard:
  Click Meetings > Audio Setup Wizard. The wizard will guide you through steps to test the speakers, select the microphone, and optimize the audio settings.
- Disable your screen saver, instant messengers and e-mail notifications.
- Keep your head toward the microphone when speaking.
- Keep papers away from the microphone.
- Mute the microphone if you are not asking questions or providing comments.
- If you have questions, press the button to raise your hand.

TIPS FOR PRESENTERS:

- See instructions on how to use the Cure4Kids Working Groups and presenter’s guide to the Cure4Kids Web conference tool (Adobe Connect).
- Use the Cure4Kids group space to coordinate, create the event, send out an agenda and notify the members.
- Have a pre-conference meeting with all presenters to review any issues and to make sure there are no technical problems.
- Log in 15 to 20 minutes prior to the meeting to test the audio.
- Have another person logged in as back-up as moderator to monitor text questions and feedback.

TIPS FOR ORGANIZERS:

- See instructions on how to use the Cure4Kids Working Groups and presenter’s guide to the Cure4Kids Web conference tool (Adobe Connect). This is available at the Cure4Kids Help Area or www.Cure4Kids.org/help.
- Audio is critical; do not connect wireless. Ensure the audio is configured as required for the meeting, and use a good microphone.
- Keep your head toward the microphone when speaking (about 30 cm away).
- Practice makes perfect. Effective presentation skills and mastery of your content is critical. Do a test prior to the live meeting to make sure your presentation loads and to familiarize yourself with the system.
- Log in 15 to 20 minutes prior to the meeting to test the audio.

Need help? Contact help@Cure4Kids.org.
TIPS FOR PRESENTERS (CONT.):

- Upload any documentation related to the meeting to your Cure4Kids Working Group (document tab).
- Upload the presentation to the Adobe Connect server one day in advance.
- Use a second computer to log into the conference room as a backup if the main computer fails.
- Have a knowledgeable back-up to answer questions during the presentation or via the text-message area.
- Use the restroom and get a glass of water before you begin.
- Turn off or silence your cell phone. Turn off and put away other devices that might beep, buzz or burst into song.
- Close all unnecessary applications, including instant messengers and mail applications, and disable notifications.
- Establish rules. Provide a brief review of how participants can ask questions.
- Use clear vocal/verbal transitions when transitioning between slides.
- Be excited about the topic and share that excitement on the presentation.
- Use the annotation tools (pointer) to emphasize key points.
- Add personal notes of experience throughout the presentation. Reading the slides does not provide any value to the attendee.
- Check the attendance of the meeting.

- Plan interaction every 10 minutes or ask the participants if they have any questions.
- Check the chat pod area for questions or comments.
- Plan time for addressing questions.
- Tell them again what they have learned. Reiterate your important points as a summary to your presentation.
- When doing desktop sharing, move slowly between applications to allow for a smooth transition for your users. Application sharing uses more bandwidth; smooth movement within the meeting improves the user experience.

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