



## 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:

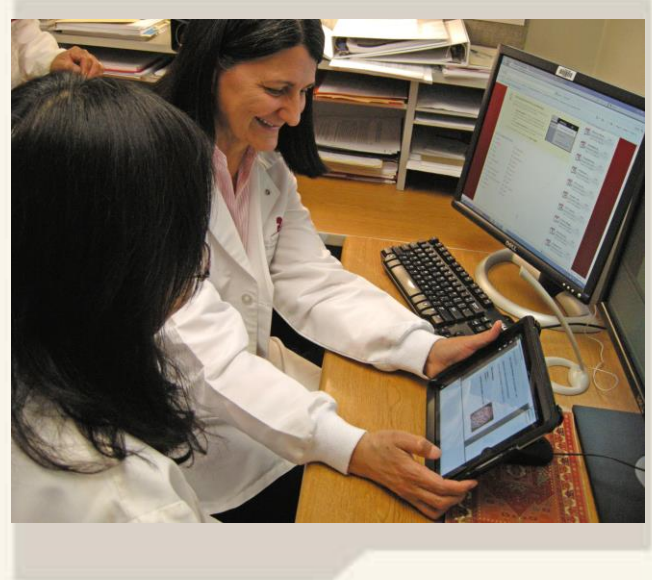
- Register for Cure4Kids at <http://www.cure4kids.org/register>.
- Install the Cure4Kids Web Conference tool [Adobe Connect](#).
- Consult the [user's guide](#).
- Log in 15 to 20 minutes prior to the meeting to test the audio.
- Do the audio setup wizard:

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 ORGANIZERS:

- 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.



Need help? Contact [help@Cure4Kids.org](mailto:help@Cure4Kids.org).

### 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). This is available at the Cure4Kids Help Area or [www.Cure4Kids.org/help](http://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.

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## 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.



PARTICIPANTS FROM CULIACÁN MÉXICO

- 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](mailto:help@Cure4Kids.org)