

## Preparing for a meeting (Before the day of the Meeting)

- Test all of your devices such as microphone, webcam, etc. Insure that they are connected before running the set up.
- Run Meeting > audio set up wizard. If prompted, Install the Add ins.
- Arrange your layouts to suit the meeting by adding new pods or hiding or deleting unused pods.
- Prepare your documents and presentations in advance.
- Upload any documents or presentation files.
- Load any websites/programs you intend to share.
- Check through the presentation, and set the screen to the first slide.
- You may want to create some notes in the notes pod for yourself and the attendees – to insure that you have covered everything that you wanted to talk about.
- If you are using polls, you can set up a number of Polls before the meeting starts by going to Pods > Poll > Add New Poll. This gives you the option of Multiple choice or Multiple answer Poll – You may want to create a new layout for this.

## On the day of the Meeting

- Log in about 30 minutes before the official start time – this should give you time to check access, update all the settings and check your presentation before the students start appearing about 15 minutes before the session.
- It may be useful to log into a 2nd laptop and log into the session as a participant (rather than a Host).
- Close all other programs that you are not going to use for example email, web browsers, etc.
- Turn off msn, skype, twitter, etc. Silence your phone/mobile but keep it to hand just in case!
- Have some paper/pen handy (just in case).
- If you would like to record the meeting go to Meeting > Record Meeting - Ask for the participants permission before recording the meeting.
- As the first few people join – welcome them and check they can hear you (if they can then the rest should be able to).
- When participants join the meeting they don't by default have the ability to enable their audio or video. If you want to give them access to Audio, go to Audio > Microphone rights for participants. For video go to the webcam icon and select the arrow > Enable webcam for participants.