

- Test your Computer before attending a meeting. Follow this link.  
[http://admin.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm)
- Familiarise yourself with the UniConnect screens/functionality prior to the session, it really does help your confidence.
- Prepare your documents and presentations in advance.
- Make use of the Prepare mode when arranging layouts before the meeting begins.
- Have a second computer/laptop running during your session if possible – and log into that one as a participant, then you can see the screen that the student sees – this helps you see what the students are experiencing, which is really useful especially with application sharing.
- When using something like application share, showing something like scrolling up and down a page, or clicking between different pages may be problematical. Practice with two computers so you can see the effect and what works well and what doesn't.
- Have a few notes on what you want to say – not a script but just things not to forget to mention – as it is really easy to forget things once you are in a session.
- Accept there will be some silences – and don't rush in to fill them.
- Consider not using video as it could use too much bandwidth and slow everything down. If they don't know you, consider putting the video on at the start of the session and introductions, so they could see what you look like, but then switch it off (and explain why).
- Try not to talk for more than 10 minutes without inviting questions or building in some sort of interaction.
- When inviting questions – ask the participants to use the Raise Hand facility, ask them to speak by name and allow them to use either the microphone or to type their question into the chat space.
- If you have any animation or transitions in your presentation – these won't work – your slides are uploaded as static images. If that is important to you – then use the share my screen feature to show your presentation/ animation.
- It also really helps to have a second Host in the session if at all possible as they can welcome any late-comers and check they can hear ok, plus sort any little problems out whilst you are presenting.
- Use a head-set for microphone/audio as you get an echo if you rely on a computer's in-built microphone.
- If you are going to be recording the session – don't forget to select the record meeting option in the meeting menu when you officially start, and then turn it off when you have finished the session.
- Make the start time clear to the students – and ask them to log in 15 minutes early to check that they can access the session ok – and ask them to run the audio set up. Allow students to mill around before the start time.
- 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.