IPAC-Canada Webinar Tutorial
for Committees and Groups

January 28, 2015

Revised by Ycommunicate.com Inc.

An Overview

Only for meetings that Require <u>Sharing Visual Information</u>

- IPAC Meetings combine two tool sets for each meeting
    - Conference call – <u>using telephone for audio</u>
    - Adobe Connect online link – <u>use webinar for visuals</u>

- Each meeting requires two pieces of information to have a successful meeting
    - A common telephone call-in number and moderator access code - <u>the same for all meetings</u>
    - Adobe Connect Webinar meeting link - <u>unique for each meeting</u>

Ycommunicate will be present at the beginning of each meeting for all committees and groups throughout the year 15 minutes in advance of each meeting and throughout the meeting as the Host

Meeting Planning & Moderating

- Each committee of group should identify two or three people who will be responsible for moderating meetings throughout the year

- The moderator for each meeting will be responsible for preparing and sending shared content prior to the meeting (i.e., documents, images, polls, PowerPoint) to Doug Knipe (doug@ycommunicate.com)

- Moderators (IPAC Canada) have been given a list of Adobe Connect meeting links to use throughout the year

- Moderators will be provided with a common Pragmatic Teleconference call number and moderator code

- Moderators will be responsible for sharing all meeting access information with their group or committee (i.e., webinar meeting link and call in number/moderator code)

IPAC Canada uses Adobe Connect for webinar (all visuals) and Pragmatic Teleconferencing for (all audio)

Moderating: Responsibilities

- Distribute access links/numbers to your committee or group in advance of the meeting
- Sending shared meeting content in advance of the meeting to Doug Knipe (doug@ycommunicate.com)
- Each committee or group will receive a one page list of meeting links and access numbers for the year
- Moderator will have access to the "How To" PowerPoint presentation
- Moderator will be responsible for recording the teleconference if needed

The Webinar Process

- Prepare for a meeting by gathering and making ready any assets to be used in the meeting (i.e., PPT presentations, documents, downloads, links, photographs etc.)

- Do this in advance of the meeting by forwarding meeting assets in advance to Doug Knipe, meeting facilitator (a day or days in advance of actual meeting)

- Day of meeting enter meeting room and organize assets previously uploaded, at least 15 minutes in advance of the meeting

- **NOTE:** Meeting links and teleconference call Moderator access codes have been prepared in advance for use throughout the year. Select the next available link from the list provided to you and share with your participant group.

Using The Webinar Tool Effectively

- While you will receive a list of links for webinar meetings - you do not need to use a new link each time

- You may reuse the same Adobe Webinar link as often as you like

- Reusing the same link may be applicable if you have repeated meetings covering the same topic

- The assets for the last meeting remain available to you when you reuse the same link

Webinar Overview: Adobe Connect

- This presentation focuses primarily on the webinar tool, Adobe Connect

- We already know how to use teleconferencing for the audio (a simple teleconference Tip Sheet will be provided to all moderators)

- While Adobe Connect has many functions we have tried to simplify it for your use

- The following "How To" section covers uploading your visuals to a meeting through the Adobe Connect

- We will also cover how to share your content with meeting participants

Allowed Content Formats

The files should be one of the following formats:

|		
*.ppt,	*.gif,	*.mp4,
*.pptx,	*.jpg,	*.f4v
*.flv,	*.png,	*.zip
*.swf,	*.mp3,	
*.pdf,	*.html,	

Prepare Your Meeting

- Advise Ycommunicate of the date and time of the webinar

- Enter the provided/assigned webinar URL into your browser 15 minutes in advance of the meeting

- Ycommunicate will promote participants as Presenters so that the webinar can be prepared

- Ycommunicate will be present 15 minutes in advance of each meeting for support

Prepare Your Meeting

- Using the appropriate PODS menu selections you can add the previously uploaded content to your meeting

- Most documents can be shared in the meeting using the SHARE pod.

- Click **Share/Add new share** and from the pulldown list in the popup window select **Share Document** and the **Shared Content** from the new popup window. This will display your previously uploaded files. Select the one you want to add to the meeting.
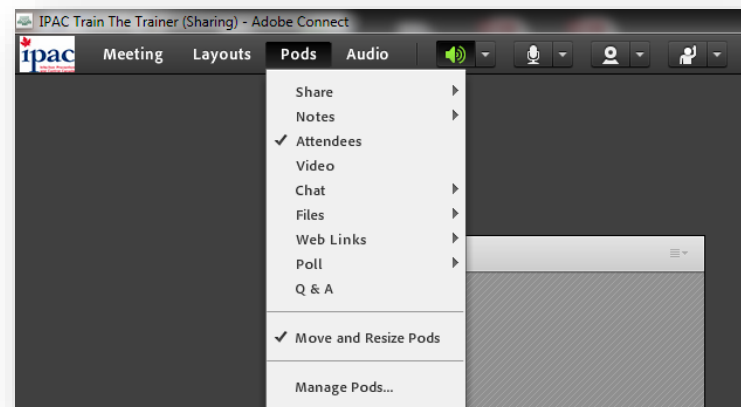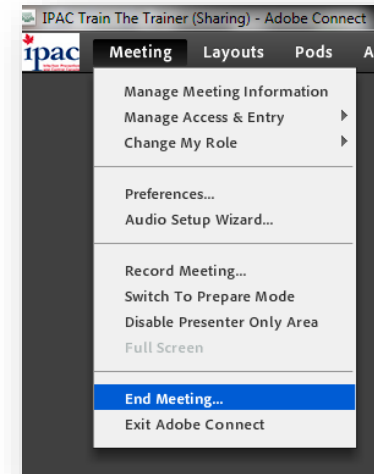
Prepare Your Meeting

- You can also add pods for the following items
  - Links
  - Downloads
  - Polls

Start Your Meeting

- Once you have all of your assets loaded and all participants have joined the meeting, you can commence your meeting
- The meeting host or convener should be the last to leave and should close the meeting by clicking **Meeting/End Meeting**

Useful Links

- Various additional Help manuals and tutorials can be found in the links under the HELP link at the far right of the meeting screen