



## Best Practices for Webinars or Online Meetings Using WSU Extension's Adobe Connect

**Conduct rehearsals.** Use the same equipment you will be using for the actual meeting. Rehearse with a few anticipated participants. If possible have at least one co-presenter and/or host with you. Use the presenter-only area for collaboration with fellow presenters before and during the meeting.

**Use multiple computers.** Many Connect features such as video, VoIP (Voice over Internet Protocol) and recording are processor intensive. Log onto another computer as a participant so that you can monitor what you are broadcasting as the host. If you are presenting a ppt or slide show or video, freeze your Web cam or use a still life head shot to maximize bandwidth.

**For VoIP, use a USB headset.** When broadcasting VoIP, use the audio setup wizard to ensure the audio levels are working properly. Have a mute button and volume control on the head set. USB headsets do not need to be expensive. The middle price range often works very well. Preferably, select a model with a DSP, or Digital Signal Processor.

**For telephone conferences, use a headset.** This eliminates the stress of cradling a phone for a long time while presenting, and gives better audio quality than a speaker phone.

**Use a Web cam.** Broadcast your image (moving or static) during Adobe Connect meetings. Optimize bandwidth through Connect by setting the meeting appearance at DSL/Cable. Purchase Web cams from local vendors or via the Web. As of this writing, good Web cams can be purchased for around \$50. Minimum recommended resolution is 1.3 Megapixels.

**Pre-load content. Load slides, ppt or other content into pods.** Allow for lag time for each participant's view to load. Tile pods with content on top of each other. Use "Enable Full Screen Toggle for Participants" content or screen sharing.

**Save bandwidth.** If you will be sharing your screen, set desktop screen resolution to 1024x768. Remove all clutter from desktop. Set desktop to one color instead of using a background image.

**Develop an opening strategy.** Develop a lobby layout so participants know they are in the right place and the meeting will start soon. Use a "notes" pod to give instructions on monitoring the sound, and include the number for the telephone bridge, if applicable. Explain how to ask questions through the "chat" pod. Provide an agenda.

All presenters should be present before the meeting starts. Insure that each has presenter status, that cameras are in working condition and set appropriately.

**Develop a closing strategy.** Have takeaway content loaded into file share pods and an ending poll for feedback. Either use the Weblinks pod to push the participant's browser to a webpage or use the End Meeting function through Connect.

**Practice.** Present yourself in a professional manner. Speak smoothly and confidently. Know your material. Record a rehearsal and watch yourself. Make needed changes and rehearse again.