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**Good Ideas**

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**Get Ready**

* **Prepare Yourself**
  + Practice, practice, practice! Get comfortable with the technology before your first formal session. Participants are focused when you are confident.
    - Set up practice sessions with a colleague, or practice alone.
    - Record the session to review your style and skills.
  + Your voice is critical to setting the tone, so smile and share your enthusiasm.
  + View [Recorded Trainings](http://www.cccconfer.org/trainingCenter/recordedTraining.aspx) in the TRAINING CENTER to refresh on specific features.
* **Ice Breakers**
  + Ice Breakers are a great way start a meeting. Choose a fun or topic related activity with a new group of people who will meet often. A fun way to get to know each other and get comfortable with the group.
    - Post a map of the on the Whiteboard and have participants use the tools to show where they are now, or where they would like to be!
    - Ask each participant in advance for their picture; as you post a picture on the Whiteboard have that person introduce themself.
    - Post a question with multiple possible answers; ask participants respond using the **Polling** tool.
* **Auxiliary Tools**
  + Tablet PC’s or WACOM Boards
    - Use your stylus to write on your tablet and the information appears on the ***CCC Confer*** Whiteboard. Great for Math and Science courses.
    - Easier for the instructor to write and better for the students to view.
* Smart Board Displays
  + Connect your computer to your smart board. Write on the smart board and the information appears on the CCC Confer Whiteboard.
* **Prepare Your Participants**
* First time participants should run our [Test Your Computer Readiness](http://www.cccconfer.org/support/supportReadiness.aspx) wizard at least two days before the meeting.
  + - Allows for time to address any connection issues.
    - Trouble shooting documents are located on the [Support](http://www.cccconfer.org/support/connectionIssues.aspx) page of our website.
    - Client Services can assist in troubleshooting.
  + VOIP users should run the Audio Wizard while in the test room.   
    Tools > Audio > Audio Wizard
  + Recommend viewing quick guides for [connecting to the meeting](http://www.cccconfer.org/pdfEL/Participants_Students-Connect_to_Your_Online_Sessions.pdf) and a [room overview](http://www.cccconfer.org/pdfEL/Participant-Student_Room_Overview.pdf) before the first session.
  + Send out reminder notices.
    - Include the telephone number and passcode.
    - Add other information participants need to know prior to the meeting.
    - Let everyone know if they have the option of listening over the computer   
       (when you connect the Teleconference Bridge).
* **TELEPHONE CONFERENCE LINE OPTIONS**
  + - Your meeting email confirmations include the features available on the conference bridge. Here are our recommendations for managing the conference line:
      * If you have more than one Presenter each should use the Presenter passcode when calling into the phone bridge.
      * Presenters / facilitators can press \*6 to mute their own line when they are not speaking, then \*6 again when it is their time to present.
      * For larger groups, us lecture mode \*96 to mute all Participants. Lecture mode prevents background noises and over-talking from being heard by everyone.
      * Remove the lecture mode \*97 when you want to open the telephone line for questions.
      * Participants will be able to listen over their computer when you connect the **Teleconference Bridge**.

**On the Meeting Date**

* **Log in Early**
  + A good target is 15 minutes before the start time.
    - Early arrivers appreciate being greeted and knowing they are in the right room.
* **Set the Timer**
  + Use the **Timer** to let everyone know how long before you begin.
    - The **Timer** opens in a pop-up window for everyone to view.
    - Choose time-count up or count-down options, add a title such as “*We will begin in…”.*
* **Connect the Teleconference Bridge**
* If you plan to record, the Teleconference Bridge must be connected to capture the conversation in the recording.
  + This is a preparation step’ the recorder does not start until your press record.
* If you will use lecture mode, press \*96. An global announcement states the conference line is in lecture mode. Let everyone know how and when you will take questions.
* When the call is not in lecture mode, the operator can isolate noisy or static lines and disconnect them from the conference – press \*0.
  + Participants can listen over their computer when the Teleconference Bridge is connected.
* **Bring In Your Presentation Content**
  + Upload your PowerPoint presentation slides.
    - Include a Welcome slide with the meeting title, your name, and the conference telephone number and passcode.
    - Use housekeeping slides to show how to use **Chat**, raise a hand, adjust the audio, or any feature you will give access to particpants.
  + Open applications and documents you plan to show using **Application Sharing**.
  + Have the url address ready on your browser if you plan to use **Web Tour**.
  + Get ready any files you want to ‘hand out’ with **File Transfer**.

**Start the Session**

* **Send a Chat Announcement**
  + Let everyone know you are ready to start.
  + Chat announcements appear in a pop-up window to get everyone’s attention.
* **Set the Timer Again…**
  + Use the **Timer** in private view and it becomes your ‘assistant’ for staying on the time schedule.
  + Set the **Timer** if the group takes a break – time how long until you begin again.
  + Set the **Timer** when working with students of activities with limited time.

***Present!***Now is the time to bring the group together, introduce the presenters and topic, and start sharing your information.

* **Ready to Record?**
* When you click the red record button, all conversations and content are captured.
  + Start recording when you formally begin to present so archive viewing begins with the relevant information.
  + Pause the recorder if you want to take a break or go off topic, then restart when ready.
* **Engage Participants**
  + Experts recommend interacting with your audience every 6 minutes!
    - Poll participants to check for understanding; have them click the for Yes, or  for No, or expand the poll to multiple choice options.
    - Encourage the use of emoticons for participants to express their feelings.
    - Ask participants to write on the Whiteboard when appropriate.

**The Meeting is Over**

* **Final Thoughts**
  + Thank everyone for attending.
  + Let them know if an archive will be available for viewing.
  + Inform them of plans to meet again, and state the next date if already scheduled.
* **Stop the Recorder**
  + When the meeting is over stop the recorder.
  + Disconnect the **Teleconference Bridge** in the room.
* **Exit the Room**
  + Remind everyone to exit the room; the archive is created when the room is vacated.
  + Remove participants who stay behind by right clicking on their name and select “Remove Participant’.

**Stay Informed**

* **Watch for new information**
  + Our homepage will banner upcoming ***CCC Confer*** hosted W**ebinars**.
  + Read our quarterly ***CCC Confer*** Newsletters
* Follow us on **Facebook** and **YouTube**
  + See suggestions and ideas from ***CCC Confer*** and your colleagues.
    - Have a good idea or experience using ***CCC Confer***? Let us know we will share it with others on our **Facebook** or **YouTube** pages.

**Need More Help?**

* **Client Services**
  + Monday – Friday
  + 8:00 am – 4:00 pm
  + [clientservices@cccconfer.org](mailto:clientservices@cccconfer.org)
  + Telephone 760-744-1150 ext 1537, 1554 or 1542