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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
	+ Telephone 760-744-1150 ext 1537, 1554 or 1542