

How to use the ADOBE CONNECT videoconferencing system for the ATLAS webinar.

We use Adobe Connect for broadcasting the ATLAS Webinar.

You need to **install the latest version of Adobe Connect 9 Meeting Add-in**. You can download and install it for either Windows (http://www.adobe.com/go/adobeconnect_9_addin_win) or Mac (http://www.adobe.com/go/adobeconnect_9_addin_mac).

You'll also be prompted to install the latest version of Flash http://www.adobe.com/go/getflashplayer_es – do it without problems.

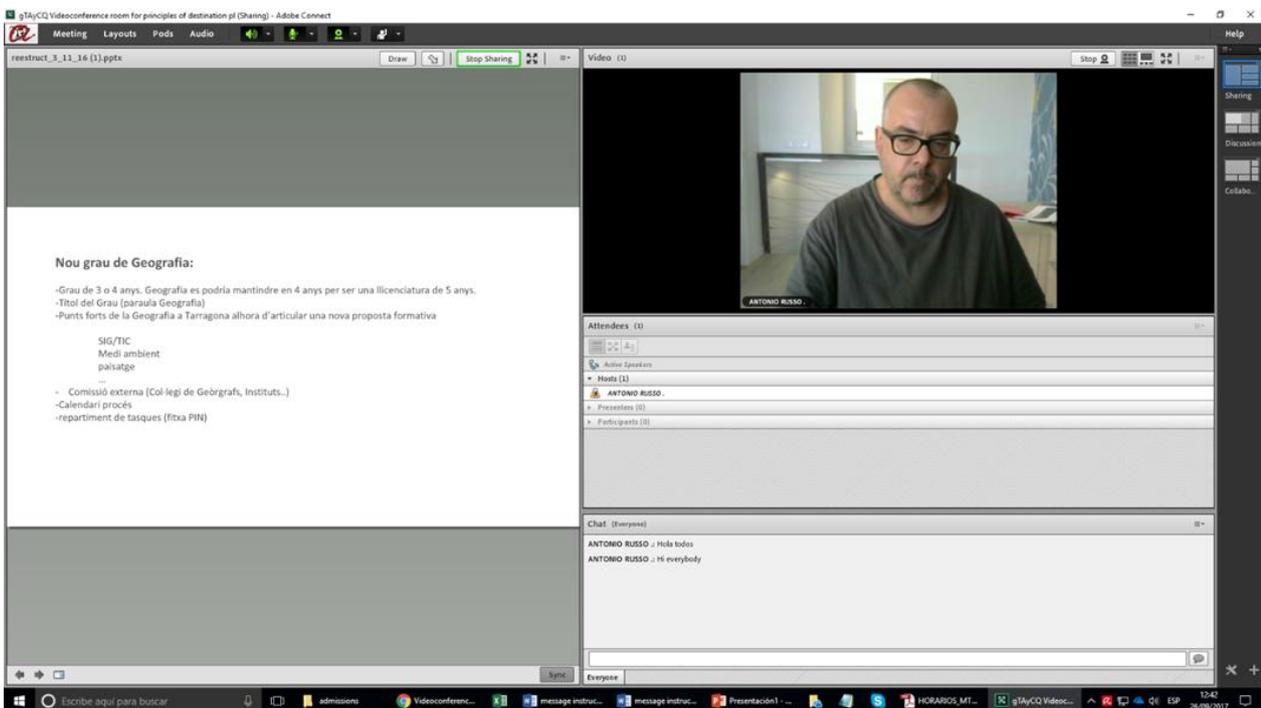
You'll need a **working PC with good internet connection (possibly cable), a video-camera and a microphone**.

If you don't have a video-camera and a mic, no big problem – you will still be able to see and hear.

Once everything is installed properly, **paste this link on your browser** (Firefox or Chrome recommended): <https://videoconferencia.urv.cat/r55893356/>

You'll be prompted to a page where you need to put **your name**. Please write your name and affiliation (e.g. JOHN SMITH, University of Cambridge).

Next, Adobe Connect will start and you'll be prompted to a page that shows something like this: the screen is divided into 4 pods (which can also be adjusted or set with the patterns shown on the right side column).



Please be connected in the Videoconference Room at least 15 minutes before the start of the Webinar to check that everything works properly and for us to check who is there.

You will see and hear the speaker talking on the **top right pod**, see what he's presenting on the **left pod** (e.g. a PowerPoint, a video, a white board with graffiti, etc.). On the **centre right pod** there's a list of the people attending ('Participants') and a **chat pod** at the bottom-right of the screen.

Test your settings and that everything works, in **Meeting / Audio Setup Wizard – on the top of the screen** - before the start of the session; follow instructions.

At 15.00 sharp I will introduce the speaker and start the recording of the session.

As a Participant, you can hear and see but we won't see or hear you.

You can still **interact with the speaker**, by clicking on the 'raised hand' icon on the top of the screen and then one of the options (ask word, agree, disagree, ask to speak louder, etc.); your feedback will be taken note of and you will be given the word if so required. That's when you need to have at least a working MC.

In any case, for the sake of connection quality, it is better that you do your questions and comments using the **chat utility**. You can chat with the speaker (and other participants) 'live' in the **bottom-right pod**.

The moderator of the debate will check the questions in the chat or the 'raised hands', and ask the speaker to reply. The sessions for Q&A will be at the end of Dimitri's speech (around 15.45) however if you have 'burning' questions and comments I could interrupt him and ask.

The moderator can also give you the word (in that case, the micro and eventually the camera icons should be turned ON in your screen). However it is advisable that when you speak, you turn off your speakers (and possibly use headphones) so as to avoid awkward sound effects.

All the VC sessions will be **recorded and stored in the Videoconference Room**, so you can access them later and see whatever went on during the meeting: powerpoint, interactions with participants, etc. ATLAS will make available a link and a password to the recording.

Antonio Paolo Russo

antonio.russo@urv.cat

tel (34)666665264