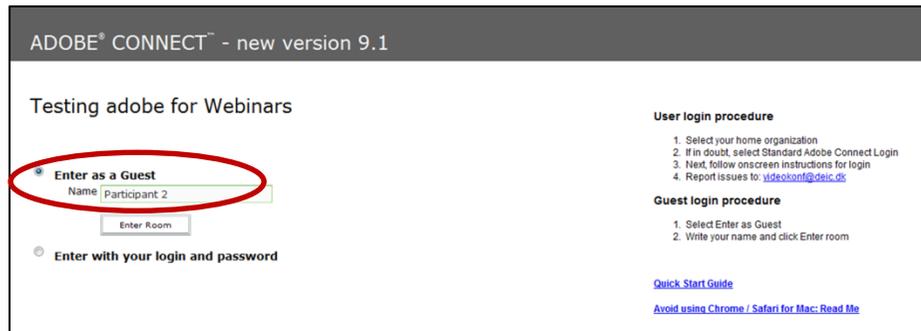
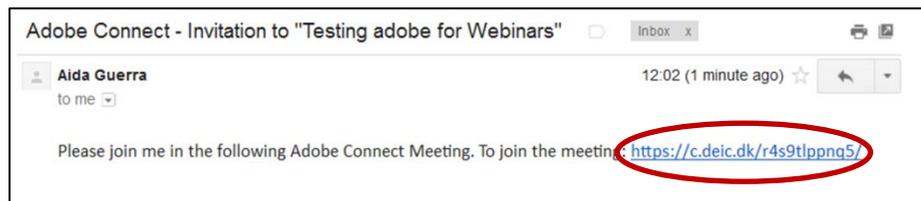


# Adobe Connect Guidelines for Presenters and Participants

1. The **presenter** is participant who will give a presentation under the webinar series theme. The format of presentation can vary and is presenter's choice. The presentation can be supported by PowerPoint, video, documents, or white board by sharing and use tools provided by Adobe Connect.
2. The **participants** registered to participate in the webinar session. The number of participants is limited to 15, including host and presenter. The registration is made for each session.
3. Both presenter and participants enter in the Adobe Connect webinar room through the link send by e-mail by the host

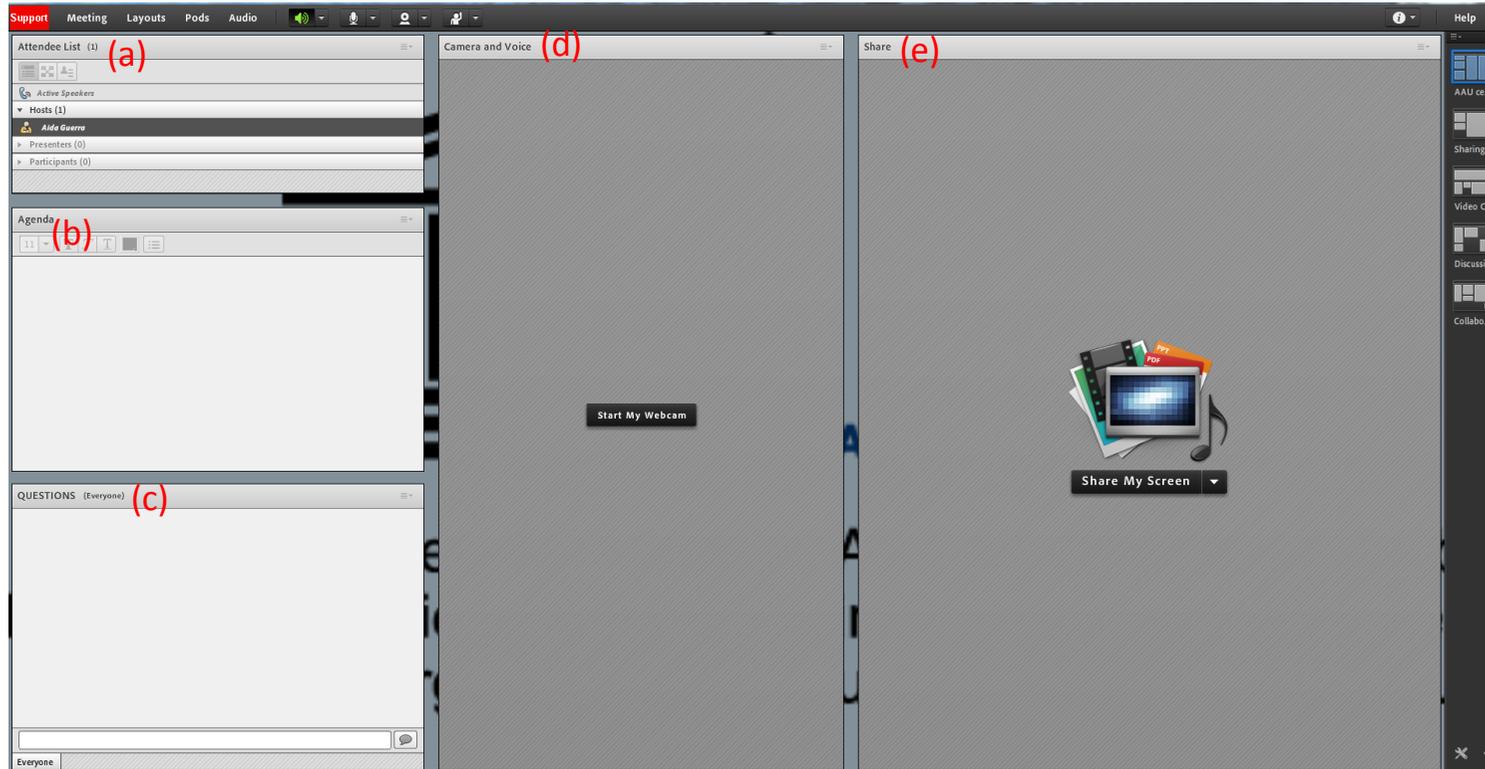
## Get in webinar room (for all):

4. Presenter and participants enter in the Adobe Connect webinar room through the link send by e-mail by the host, and sign in as guest as is shown in the following:



## Webinar settings (for all):

5. AAU layout for webinars encloses six pods which are: **(a)** attendee list, **(b)** agenda for the webinar, **(c)** questions, **(d)** camera & video, **(e)** share (documents, videos, white board, screen, etc.):



Attendee list shows the number and the different participants such as host (Aalborg centre); presenter (guest, partner invited by Aalborg centre to give the presentation) and participants (who have sign in for the webinar).

Agenda is set jointly with host and presenter. Agenda can be written in form of outline of overall webinar, facilitation questions, or objectives.

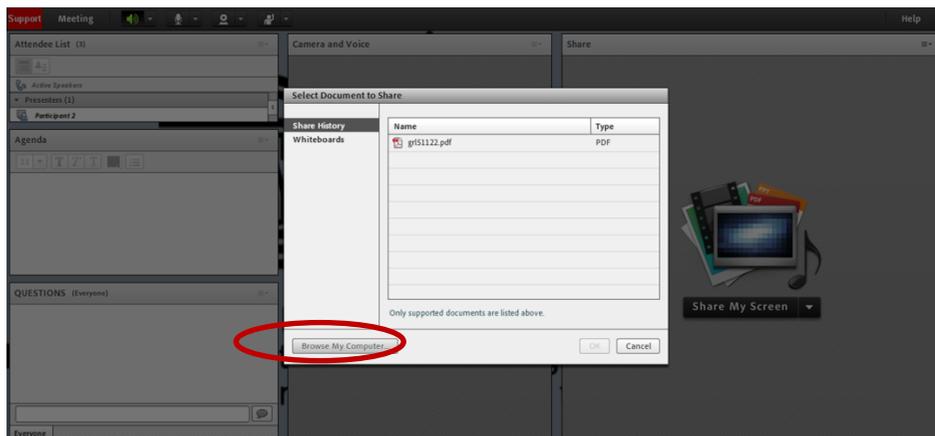
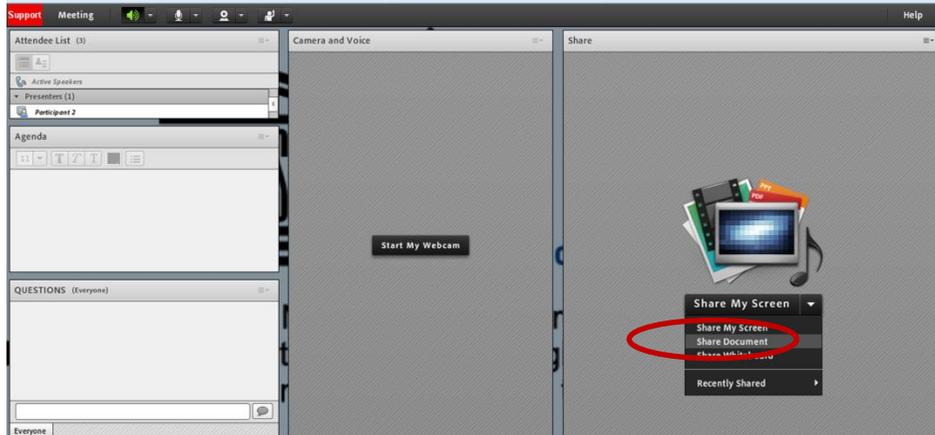
Questions are chaired by the host and are written by the participants along with presentation to be addressed after. They can also enclose some feedback and/ or follow up comments.

Camera and voice concerns the video image and audio along the webinar

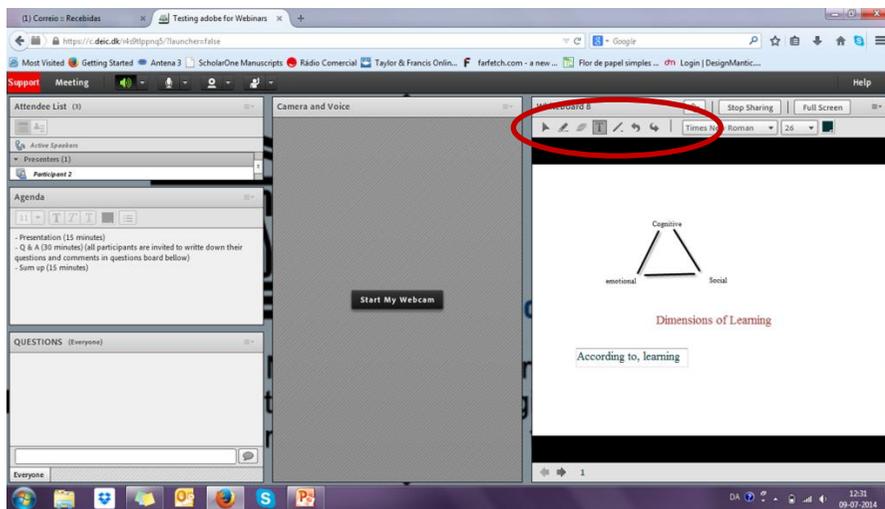
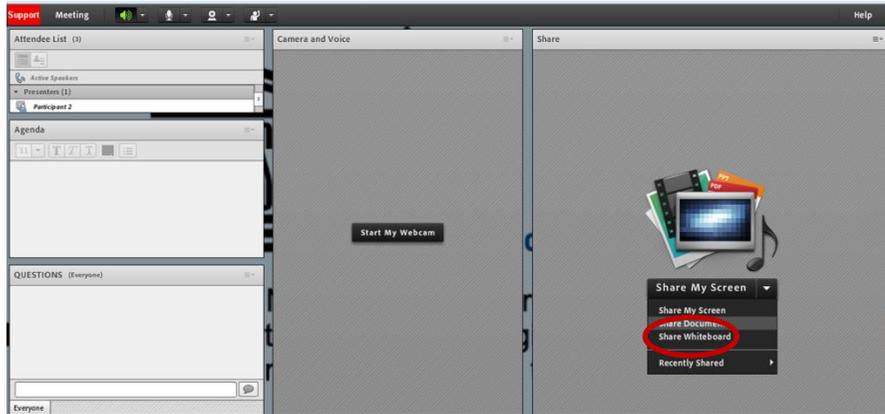
Share concerns the on-line and on time share of documents, white boards, and screenings. This is mainly used by the presenter during the presentation and can be used afterwards by participants to draw, schematize, or share documents.

## Starting the presentation (for presenters):

6. Click in the share board and select the form of presentation: share screen, document, or white board. To upload a document, click in share document and upload it.



To share in whiteboard, tool given by Adobe Connect, click in share whiteboard and write, sum up, etc. main ideas as presentation.



## Chair the webinar:

7. 15 minutes before the webinar starts, the host write the agenda for the webinar. The agenda is agree upon the host and presenter
8. When all attendees are online the host will attribute the respective role of presenter and participant by put the cursor on top of attendee name, and select the correspondent role **participant** or **presenter**.
9. Once the webinar is about to start with presenter, the host start recording the webinar by click **<MEETING>** and **<RECORD MEETING>**. All the participants have to agree upon on record the meeting.

**10.** Host chair the questions board by the order they were written by participants, as well as the oral discussions.

**11.** The webinar has the maximum duration of 1hour and follows the overall timeline:

- 15 minutes of presentation;
- 30 to 45 minutes of Q & A;
- 15 minutes for summing up and close the session.

## **After the webinar**

**12.** Host send a small questionnaire to all participants for feedback regarding the webinar session;

**13.** Host prepare a document of webinar session to be an open access resource in Aalborg Centre webpage. The document will be composed by the following parts: session theme; date of webinar session; presenter's name, title and summary of presentation, follow by the presentation slides (if existent) and summary of Q&A sessions summary; all participants list, affiliation and contacts.

**14.** Before its publication as open access recourse, the document is send to all participants for comment, improvement and approval.