

PRESENTERS TRAINING AGENDA, Fall Extension Conference 2010

1. Setting up your session

- Goals & objectives: What do you want participants to learn? **We have them write these in a chat pod.**
- What can layouts and pods do to help you accomplish that? **We give a tour of our template's layouts and answer any questions. Tell them a note pod is a good way to post an agenda.**
- Getting help with setting up your room for your needs. **Explain that this is the template but it can be modified to fit their needs. Their host, or one of us, can help them modify it.**
- Loading a PP or PDF file, vs sharing your screen (for a Word doc or website). **We tell them to have a PP ready to share, and a website or document open.**
- Pre-recording PP presentations—how? With help from whom? **We'll have a special adobe connect room set up for them to record in; then we'll load the recording in their meeting room. Contact Lela and she'll tell you who to contact about recording.**
- If not pre-recording, have a script/cue cards (the better prepared, the better it will go).
- Recording your session. **Tell them we plan to record every session.**

2. Making the session participatory

- Have participants use the status options for participation.
- Using polls for quick opinions, responses, and checks for comprehension. **We demonstrate with sample polls.**
- Using chat pod or Q&A chat pod. **We have them ask questions & demonstrate how this works.**
- Using chat pods for brainstorming. **We have some in a layout and demonstrate how it works.**
- Use note pods for taking notes of discussion.

3. Working with your host

- Their roles. **We go over the checklist to explain this.**
- Presenter only area. **We demonstrate how this works.**

4. Making sure your audio works **We show them how to test it, and ask them to try it during our 'office hours'**

Meeting > Manage My Settings > Audio Setup Wizard

Microphone trouble-shooting:

- **Have they done the audio wizard and selected it?**
- **Is it plugged in right? If wireless, is it charged?**
- **Is it muted?**
- **Are they pressing the 'hold to talk' button?**
- **Is it default in *control panel > sounds and audio devices > voice?***

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