

HOST CHECKLIST, Fall Extension Conference 2010

Lela Vandenberg & Luke Reese

1. By Oct 1. Contact your presenter and ask:

- Have you loaded your PowerPoints or PDF files into the meeting room? You can offer to help.*
- What do you intend to do in your session (e.g., share a PowerPoint, have people brainstorm in chat pods, have Q&A in the chat pod, use any polls, view a live website, etc.)? You can brainstorm with them how to use the layouts in the meeting room.*
- How many people will be presenting in your session? If more than one, will you be using multiple microphones? Multiple power points? How much time will each have?*

2. Week of Oct 4 or 11.

- Check PowerPoint or other content.

3. 30-15 minutes Before the Session.

- Start the countdown clock.
- Perform Audio Setup Wizard or Audio test with your presenter(s)
- Check link for Chat (Q&A)

4. Just Before the Session.

- If there's a limit on the number of participants, you will get a request as each person tries to enter the room. Check the registration list and only accept those who are on it. (semi-private room—only registered users and accepted guests can enter)
- Start Pre-Video 1 minute before

5. During the Session.

- Immediately before the presenter starts click the "Record Meeting..." on the Meeting menu. Name it with the session number and main presenter's name as follows:
<http://breeze.msu.edu/FECSJ6foerster/>. (FECSJ6 is the number of the session from the FEC website: Foerster is the major presenter).
- Set the Stagelight counter to reflect the remaining session time.
- Facilitate the session for the presenter - assisting with layout changes, flow of questions and audience interaction (e.g., encourage questions) in live or chat mode.

6. At the End.

- Stop the recording.
- Ask people to fill out a short evaluation right away, and click on the Zoomerang link in the web-link pod (in the presenter-only area) to send them there. Use the Evaluation Link Pod, select Session Evaluation and click the Browse To button. Ask participants to complete the evaluation using the chat indicating the session number. Copy and paste the URL in the chat for a live link.

If you experience **technical difficulties** including audio problems during this session, please CALL the **Library Helpline** at: **1-800-500-1554** OR **355-2345** (campus). Please tell them you are on a MSUE Fall Conference meeting and **WHICH SESSION NUMBER** you are having trouble with.

For emergency help during the session call these cell numbers:

Luke 517-881-4219
Lela 517-282-1197
Kathy 269-967-1847
Cindy 517-331-3112
Megghan 989-666-3773

HAVE FUN!!!
*Keep smiling -
we are!*