

Host Checklist

Prior to Your Meeting:

- Create your meeting space or have your Breeze Meeting Creator create your meeting space
 - If you're not sure who can create Breeze Meetings, check with one of the Educational Technology Consultants (ETC) - Peg Shuffy (pshuffy@psu.edu), Jacki Weikert (jweikert@psu.edu) Sherry Crum (slg161@psu.edu) and Ron Matason (ram5@psu.edu)
- Make sure you are comfortable with the Breeze Meeting space.
 - Get appropriate training prior to presenting. If you need training prior to your meeting, contact your ETC to schedule training.
 - Familiarize yourself with the different pods and their use. Refer to <http://meeting.psu.edu/users>
 - Understand permissions in Breeze so you know if your participants have the proper permission level to do what you want to do. Refer to <http://meeting.psu.edu/roles>
 - Know how to change a participant level permission to a presenter level.
 - Know how to use the Share pod, full screen toggle, and sync. Refer to <http://meeting.psu.edu/sharing>
 - If you need a customized layout, know how to create one. Refer to <http://meeting.psu.edu/customlayouts>
 - **Practice in advance!!** Even spending just 10 minutes running through your materials in advance can make the difference between a good experience and a waste of time for those attending through Breeze.
 - Practice giving your presentation using two separate computers so you can see what the screen looks like for Participants. Have a colleague log in as participant and you a Presenter or Host. Discuss how the Participant views your presentation.
- Be familiar with distance education etiquette:
 - Don't tap pens on the table
 - Don't shuffle papers
 - Don't place materials on top of the microphone or create other disruptions
 - Moving the microphone back and forth creates noise for your participants and is very distracting.
 - Turn off cell phone and other wireless devices.
- Send email invitations of the meeting time and Breeze Meeting URL
- Check your equipment? Do you need to reserve/purchase/borrow equipment?
 - Check with the Host for the meeting. Will they provide a microphone or do you need to provide one?
 - If you are bringing your own laptop, set it up ahead of time to make sure that you can access the site and that your audio control panel is set correctly. Test your camera and microphone to make sure they are working.
- Decide on strategy for audio for your meeting
 - There are 2 ways you can provide audio to your participants.

- PSU MeetMe Bridge - To reserve the PSU MeetMe bridge, call 814-863-3410. They will ask you how many ports you need. This depends on the number of participants you expect. Remember to count anyone who will be calling in on the phone (that includes yourself and any other team members).
- Audio through the computer. Make sure that all participants have speakers in their computers or a headset. Participants do not need a camera unless you want them to broadcast video.
- ☐ Decide on audience participation or interaction
 - There are 3 ways that your participants can interact.
 - Use the Chat Pod to enter their questions or comments
 - Use the Emoticons available in the Attendee List Pod.
 - Use audio through the MeetMe call or through Adobe Connect. You need to make sure that if you want participants to be able to talk to you through Adobe Connect that they have a microphone. Some computers may not have an internal microphone. They would need to purchase a headset.
- ☐ Decide how you will welcome participants
 - Consider posting an introductory note in the Notes Pod to include announcements and housekeeping items like “mute your mic,” and turn off email and other Internet applications to conserve bandwidth. If you’re using the PSU MeetMe bridge for your audio, provide the number on the introductory page.
 - Decide how you will introduce yourself and any presenters.
 - Decide how you will have participants introduce themselves. Remember, it’s very important to provide opportunities for your participants to interact with you.
- ☐ Decide what strategy you’re going to use for questions.
 - Are you going to take questions as people have them or are you going to ask if there are questions? Whatever you decide, make sure you tell the audience your preference. Can post in your introductory remarks.
 - Use the Meeting Facilitator. Remember, some participants will only be able to chat and/or use Attendee List emoticons. Remind the facilitator that he/she needs to watch both pods for questions and comments
- ☐ Will you be recording your meeting? Where do you find your recording once it’s recorded – <http://breeze.psu.edu> Click on your meeting link and select Recordings at the top
- ☐ If you are giving a presentation as Host, plan your presentation - What teaching aids do you need prior to the presentation date
 - Create the PowerPoint ahead of time.
 - Begin with a Title slide with presentation title and your name.
 - How much time are you allotted for your presentation? Make sure you don’t have too much information for the time allotted to you.
 - Is the meeting being recorded? If so, keep total length to under 1 hour
 - Be aware to allow time for questions and audience participation in your allotted time.
 - What handouts do you need?

- How will you distribute the handouts during the presentation
 - Will handouts be distributed prior to the presentation via email and/or post in meeting space's file share pod and/or on a Web site
- ☐ Log into your meeting space to prep for your meeting
 - Do you have the correct layouts or do you need to create one or more?
 - Set up a notes pod with housekeeping information to remind participants:
 - Turn on camera and then pause their camera to lessen the amount of bandwidth used
 - Turn off Hands-free microphone in camera and voice pod or if you're using audio via the phone, mute your phone
 - Run through the audio setup wizard
 - If you have an agenda, you can put that in another notes pod
 - Upload your materials to your meeting space
 - Presentation for Share Pod
 - Handouts for FileShare Pod
- ☐ Back up Plan
 - A good option is to use the Penn State MeetMe Audio Bridge service. To reserve, call 814-863-3410
 - Pre-record segments of the presentation that could be used in case the live demo doesn't work for some reason.

Day of Presentation:

- ☐ Log in to the meeting room well in advance of the time for your meeting. This will help you get focused before beginning your presentation.
- ☐ Stand still or take screen shot. Too much movement is distracting to your audience and takes up bandwidth which can then detract from the sound quality.
- ☐ Introduce yourself and your presentation. Make sure your participants have read your introductory note with housekeeping information.
- ☐ Speak into the microphone. Don't walk away or turn away from the microphone.
 - Speak clearly and don't rush. Sometimes the audio in the Breeze meeting will drop words if you are speaking very rapidly. Talking too slowly is also a problem because Breeze could drop the audio.
- ☐ Before you begin your actual presentation, take a few seconds to do an audio check with people in the Breeze meeting to be sure they can hear. Ask participants to use the emoticons in the Attendee List Pod to let you know if they can hear you.
 - If there are people who have presenter status, ask them to turn off the Hands Free microphone during your presentation. ONLY the presenter should use Hands-Free microphone.
- ☐ Explain audience interaction strategy
 - Refer to Audience Interaction strategy developed in planning stage
 - Remember to repeat question before you give the answer.

- If you have a meeting facilitator, watch for cues from him or her that you need to attend to something in the Breeze meeting room.
 - If you don't have a meeting facilitator, make sure you remember to check the chat pod and the attendee list for comments or questions from participants.
- Have fun. SMILE.

After the Meeting:

Remember, this space is available 24-7. Anything you leave in the meeting space will be there when you log back in another time.

- Clean up the pods
 - You can email the notes pod to yourself and anyone else that needs to receive the notes
 - You can email the chat pod to yourself and anyone else that needs to receive the notes
 - If you haven't stopped sharing the Share Pod, you may want to do that so that the meeting space is ready for the next use.
 - If you used the Poll pods to gather information, you may want to write down the results. Currently, there isn't a way to capture this pod's information other than to handwrite the info.
- Access the Meeting Manager Interface: <http://breeze.psu.edu> . If you uploaded files to your meeting space, you may want to delete them. If you will be using the files again, they will stay uploaded into your meeting space until you delete them.

That's it. Hope you have a successful meeting

If you or your program team need further training on Adobe Connect, please contact one of the Educational Technologists: Peg Shuffy (pshuffy@psu.edu), Jacki Weikert (jweikert@psu.edu) Sherry Crum (slg161@psu.edu) and Ron Matason (ram5@psu.edu) or look for a training on the Training Website. We have several self-paced trainings available. Take a look: <http://ict.cas.psu.edu/training/> Click on Self-Packed Learning to see what we have to offer.