

# Adobe Connect

## Meeting Checklist

1. **Create a plan** for the meeting. Determine what you hope to teach, which content (presentations, animations, videos, documents, and so on) will be shared, who will be allowed (or encouraged) to present, and so on.
2. **Create a meeting agenda.** Plan accordingly for break times.
3. **Plan interactions.** Decide when you are going to ask and answer questions, when you are going to present polls, and when other participants will present or share documents. Establish how you will call on participants to participate.
4. **Preload and test** all supporting content prior to the scheduled meeting session.
5. Prepare resources or links to additional information. You can create a Web links pod in the Connect meeting room for presenting this information.
6. **Create** the meeting room, **schedule** a meeting session, and **invite** users in advance. If the meeting is an ongoing or biweekly program, send out a schedule so participants can plan for all sessions. Invitations should include:
  - Name, date, and time of the meeting session
  - Name of the meeting leader
  - Expected duration of the meeting and the Session agenda
  - Web address (URL) for joining the meeting
  - Directions for participants to test their computer system prior to the meeting session ([http://onlinetraining.umassmed.edu/common/help/en/support/meeting\\_test.htm#Troubleshoot](http://onlinetraining.umassmed.edu/common/help/en/support/meeting_test.htm#Troubleshoot))
  - Instructions indicating whom to contact if they have technical difficulties
  - Link to any prerequisite materials
7. Before the meeting session, provide participants with a **set of ground rules**, such as the following:
  - Wait for the planned question time to raise questions.
  - Use the Attendee List pod to indicate if the pace is appropriate and to request permission to speak.
  - Refrain from web surfing during the meeting session, unless directed by the Presenter.
  - Turn off “hold music” if the session includes a conference call.
  - Turn off radios, alarms, cell phones, and other distracting sources of noise.
  - Lock your office door or put up a sign that reads “Quiet please – meeting in session.”
  - Use appropriate language and show respect for all other participants.
  - If possible, use headsets rather than speakers.
  - Use your real name, not a web handle or alias.
  - Stay involved, participating in discussions, surveys, and polls.
6. **Plan a meeting summary.** A summary reinforces learning and provides closure to the session.
7. **Conduct a trial run.** Ask some colleagues to log in before class (preferably a few days) to test such features as application sharing, document sharing, running presentations, and playing video.
8. **Send out a reminder** one day before the class.

**Best Practice:** Arrange to have a colleague act as the facilitator of the meeting, to troubleshoot problems should they arise, and manage the interactions of the meeting participants. This frees up the presenter to concentrate on delivery of content.