

ITS Program Advisory Committee
May 2, 2012 Web Conference Administrative Instructions

TO PREPARE YOUR SYSTEM FOR THE WEB CONFERENCE

1. Participation in the Web conference will require Adobe Connect 8 Web conferencing software and the latest version of Flash Player 10.1. Adobe Connect supports nearly any operating system, including Windows, Macintosh, Linux and Solaris; as well as the most widely used browsers, including IE, Firefox, Safari, and Chrome.
2. As soon as possible, please test your computer to ensure all system requirements are met by going to: http://admin.adobe.com/common/help/en/support/meeting_test.htm. This diagnostic test will check the following:
 - a. Supported version of Flash Player
 - b. Clear connection to Adobe Connect Pro
 - c. Bandwidth availability

TO JOIN THE WEB CONFERENCE

3. Please join the Web conference at 12:50 p.m. on May 2.
4. To join the audio portion of the web conference, dial 877-336-1828. You will be prompted to enter the access code (3290588) followed by #. You then will be prompted to enter # again to enter the audio portion of the conference as a participant.
5. To enter the Web conference meeting room, go to URL: : <https://connectdot.connectsolutions.com/policyprogram/>, where the web conference login screen will appear (Figure 1).

6. Select **Enter as a Guest.**

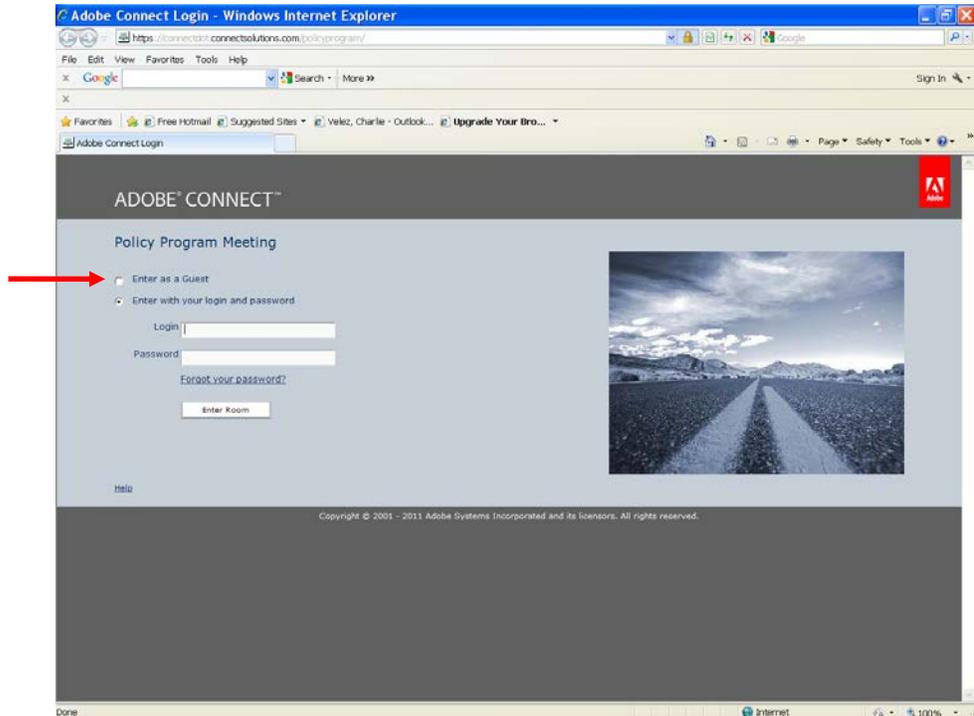


Figure 1

7. Enter your first and last name and select **Enter Room**.

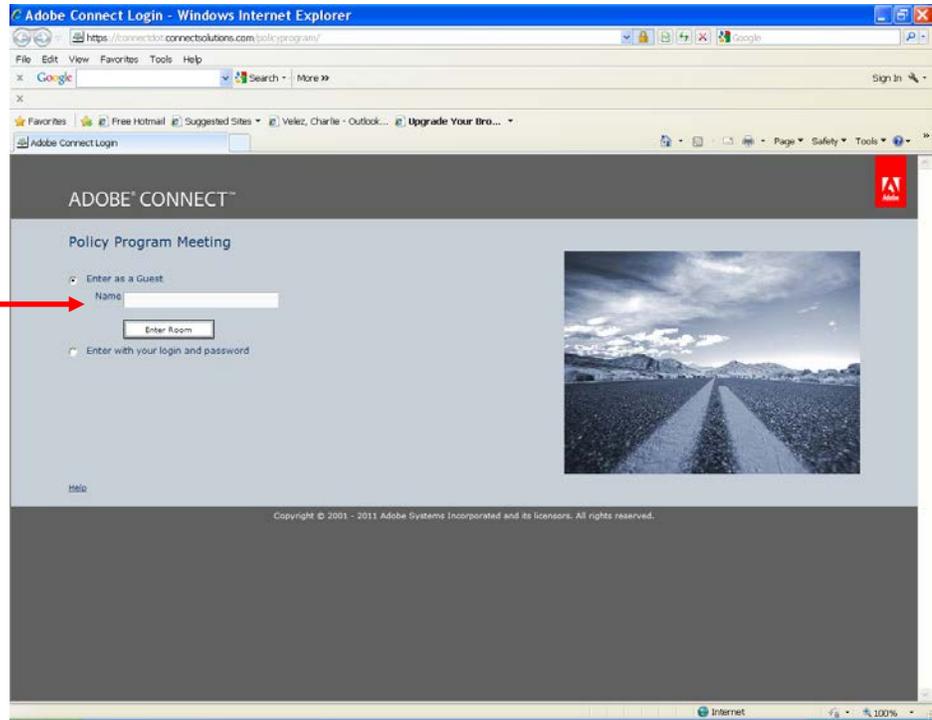


Figure 2

8. Your request to enter the meeting room will be sent to the host (Figure 3).

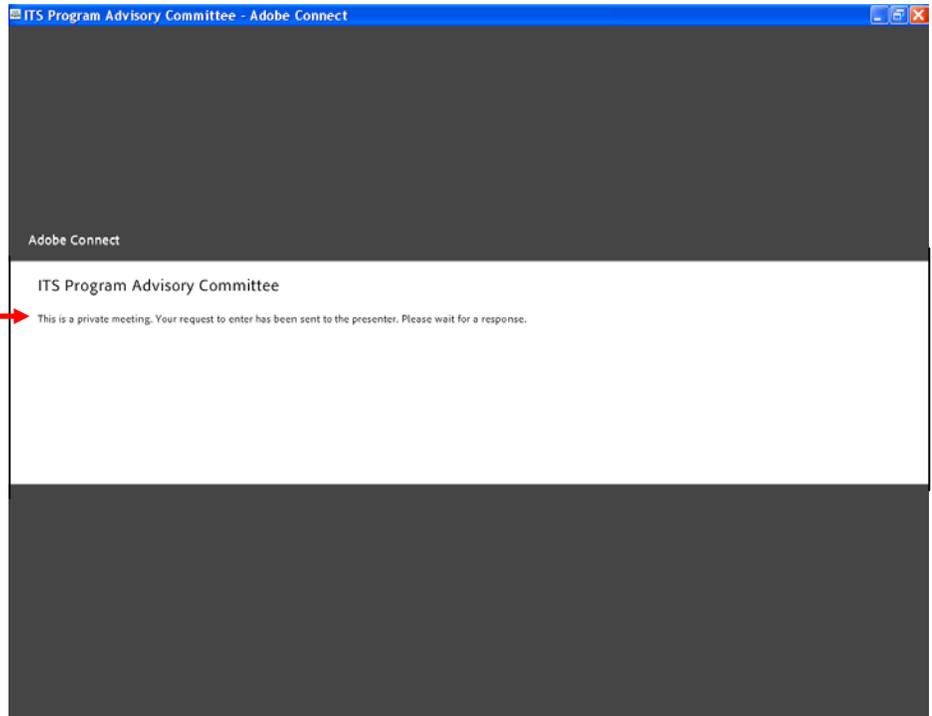


Figure 3

9. Once the meeting host approves your attendance, the meeting room interface will appear (Figure 4). Initially, the meeting room interface will consist of the following “pods:”

- a. Attendee List
- b. Whiteboard
- c. Chat
- d. Note



Figure 4

10. During the meeting, you can change your “status” to provide feedback to the other participants. To change your status, select the arrow on the **Set Status** dropdown list and then your desired status option. The corresponding icon will appear next to your name in the **Attendee List** pod. Status options above the line will remain active until you choose **Clear Status**. Options below the line will clear automatically after a few seconds. Use the **Raise Hand** option to let the committee chairman know that you wish to speak. When recognized to speak, **PLEASE IDENTIFY YOURSELF BEFORE MAKING REMARKS**.

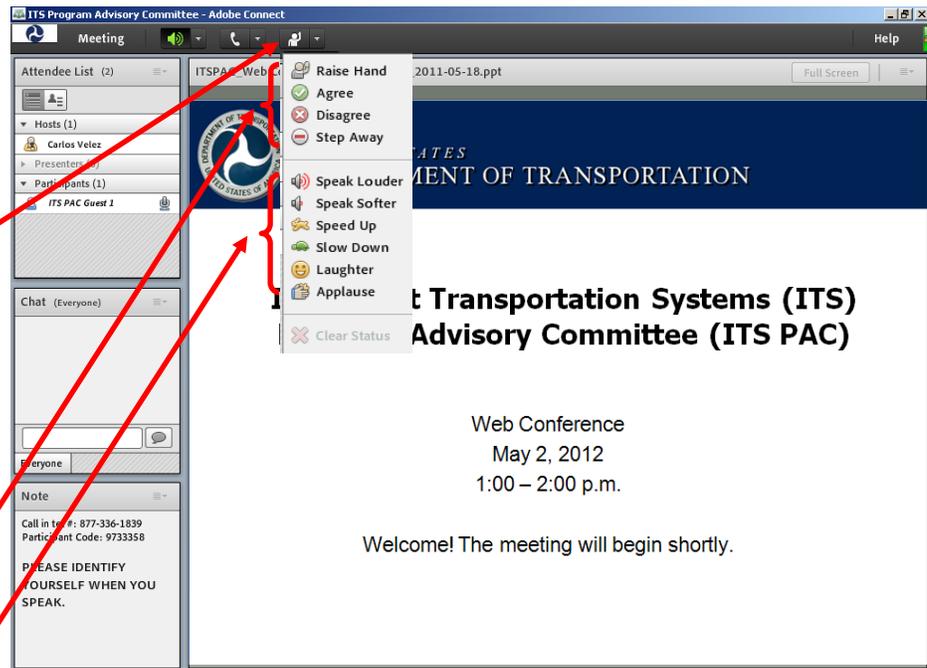


Figure 5

11. To send a message to all attendees, type it in the chat pod and select the send icon. To send a message to a specific attendee, hover over that person's name in the **Attendee List** pod and select *Start Private Chat*.

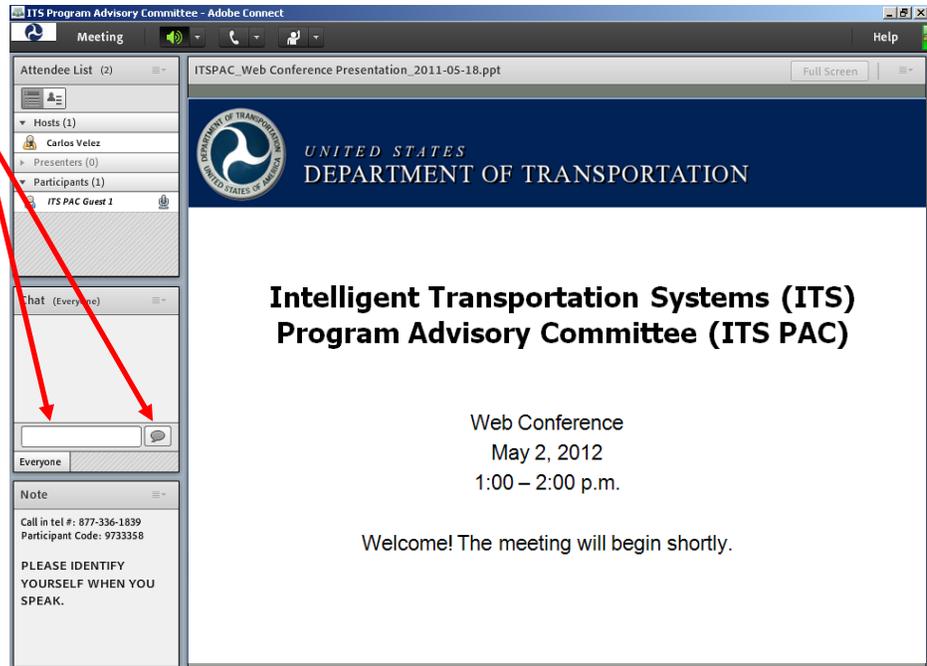


Figure 6