

# eMeetings/Live Meeting Best Practices Guide



## Tips for All Participants

- To attend Getting started with Live Meeting 2005 e-learning course [Click here](#)  
To view the instructions on How to Get Started Quickly [Click here](#) or visit the eMeetings self-service site <http://www.honeywell.com/emeetings> and click on the link **eMeetings Learning Center**.
- Bring meeting invite to your eMeeting.
- Login 15 to 20 minutes prior to the eMeeting.
- Print to PDF if you utilize White board and or Snap Shot slides.
- Use the Outlook Add-in and/or Meet Now to schedule instant or ad-hoc meetings.
- Re-use meeting rooms and leverage the ability to store content.
- Identify annotation colors up front by having participants type their name.
- Disable your screen saver, Instant messengers and e-mail notifications.
- Fully participate in the interactive eMeeting sessions.
- Use audio headsets when possible instead of speakerphones.
- Keep your head toward the headset or microphone when speaking.
- Keep papers away from the microphone.
- When not talking, keep the speaker phone on mute.

## Tips for Organizers

- To attend Next Steps for Organizer with Live Meeting 2005 e-learning course [Click here](#)  
To view the instructions on How to Schedule a Meeting [Click here](#) or visit the eMeetings self-service site <http://www.honeywell.com/emeetings> and click on the link **eMeetings Learning Center**
- Use the eMeeting Planning Form available on the eMeetings self-service site - <http://www.honeywell.com/emeetings> to clarify and confirm eMeeting details with meeting host.
- Use the eMeetings Organizer Checklist available on the eMeetings self-service site - <http://www.honeywell.com/emeetings> to schedule an eMeeting.
- Use the email invites provided and be sure to send yourself a copy of the invite. Request a response from recipients in the email invitation.
- When scheduling the audio portion of your eMeeting, request that the operator turns off announcements ("Now Attending" and "Now Departing").

- Do not share your Organizer ID with others in your department - have them request their own ID and Password
- You can receive an organizer ID by going to the eMeeting web site <http://www.honeywell.com/emeetings>
- Confirm with the host the date when eMeeting can be deleted. Refer the details entered in the eMeetings Planning form for the deletion date. Standard practice is 30 calendar days from the eMeeting date
- Use the Outlook Add-in and/or Meet Now to schedule instant or ad-hoc meetings.
- Use multiple speakers or a moderator
- Have a pre-conference call with all Presenters to review any housekeeping issues
- Have one or two people logged in as back up for the Presenter to monitor text questions and audience feedback.
- When setting up the eMeeting, make sure the "Application Sharing" option is enabled under Meeting Options
- Enable the Recording option for Presenters
- Under Meeting Options for "Audio" make sure to choose the appropriate audio conferencing options

## Tips for Presenters

- To attend Next Steps for Presenters with Live Meeting 2005 e-learning course [Click here](#)  
To view the instructions on How to Conduct a Meeting [Click here](#) or visit the eMeetings self-service site <http://www.honeywell.com/emeetings> and click on the link **eMeetings Learning Center**
- Generate a post-event survey and post it as a web slide to gather attendee feedback.
- Use a second person as an additional presenter to serve as a Q&A manager who can answer text questions, monitor polls, recording, etc.
- Use a second PC to log into the eMeeting as an attendee in order to monitor lag times between slides. Remember to ask your attendees if slides are displayed at other sites.
- Close all unnecessary applications including Instant messengers and mail applications. Be sure to disable notifications.
- Use clear vocal/verbal transitions when transitioning between slides.
- Use the annotation tools to emphasize key points, point out particular items, and keep your audience engaged.



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- When referring to previous slides, make note of it in the presentation (e.g. "... referring back to the previous slide, when I was discussing XYZ...").
- Configure the Live Meeting Console, you can control which panes you want to enable or disable for other participants at your meeting. This is located under Attendees > Attendee Permissions.
- Review your Attendance Reports to see who attended your eMeeting as well as how each attendee answered your polling questions (If someone else scheduled your eMeeting, request the attendance from them).
- Record your eMeeting through the Live Meeting console, allowing those who could not attend your live eMeeting the opportunity to view the presentation at a later time. When recording, test the headsets and recording levels prior to the recording
- Make sure the Recording and Audio are configured as required for the meeting
- Audio is critical - Know how to mute your audience if needed
- Plan for interaction every 10 minutes
- Create your polling slides ahead of time
- View and Save the Q&A log when meetings is completed
- Be creative in utilizing the Live Meeting console tools
  - Use the Seating Chart for "flash" polling
  - Use the Q&A text tool for more than just Q&A - let attendees submit suggestions and comments.
- Customize the attendance instructions by including technical support information, speaker bios, session pre-requisites, etc (If someone else scheduled your eMeeting, request the attendance from them).
- Practice makes perfect! Effective presentation skills and mastery of your content is critical - conduct at least one complete dry run of your presentation prior to live session
- Plan time for addressing questions and share the plan with the audience
- Kick-off the presentation with a brief orientation of eMeetings; review how attendees can ask questions and participate during the session
- Limit text colors to the 256 standard colors

## Recording

### Set audio options for meetings

- For the Live Meeting recording feature, you must specify additional dialing keys in addition to the participant code and the leader code.
- The Live Meeting recorder dials into the conference call as a silent attendee.
- You use additional dialing keys to input the character string needed to allow the Live Meeting to input your participant code for you.
- You can instruct Live Meeting to pause before dialing the participant code.

- By adding commas to indicate pauses, you can give the phone conferencing service prompt time to complete before Live Meeting dials the participant code.
- After Live Meeting enters the participant code, it enters any other character strings that you have specified.
- In the first **Actual dialing keys** box, type commas to indicate how long Live Meeting should wait before proceeding with the participant code, and then in the box to the right of **<participant code>**, enter any other characters that are required by the conference call service after the participant code is entered.

### To record a meeting

- When the Live Meeting console starts, the **Audio and Recording Setup** dialog box appears. The Phone Conferencing information will be displayed in this dialog box. Call the Phone Conferencing Service using the telephone number supplied in the box. Be sure to supply your conference leader code.
- Before recording the meeting, import the resources you want for the meeting. For example, you can click the **Import a document** button on the Live Meeting toolbar. You may also want to wait for the meeting participants to arrive before you start recording the meeting.
- If you want to test the audio connection before recording, in the **Audio and Recording Setup** dialog box, click the double arrow to expand the recording section of the dialog box, and then click **Test/Listen to Connection**.
- When you are ready to start recording, click **Start Recording** in the **Audio and Recording Setup** dialog box. If the dialog box is not visible, click **Start Recording** on the Live Meeting console toolbar.
- To pause a recording, click the **Pause** button. To resume recording after a pause, click the **Pause** button again.
- When you are finished recording, click the **Stop Recording** button. To save the recording, click **Save Recording**. The recording is saved to your conference center

## eMeetings References & Support

### eMeetings Home Page:

<http://www.honeywell.com/emeetings>

### eMeetings Learning Center:

<http://www.honeywell.com/emeetings/learn.html>

### Honeywell Employees, Customers and Business Partners

Please contact Microsoft Office Live Meeting Technical Support Desk

- Phone: 866-593-2825 (toll-free in the US and Canada)
- 00.800.9522.3000 (toll-free in EMEA)
- 650-526-6950 (direct international number)