

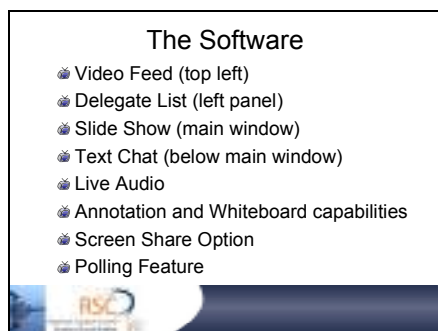
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The Software

- Web based
- Up to 4 presenters
- Live in nature with the potential for interaction
- Pay per seat or per month unlimited use
- Presentation recording and archiving

www.instantpresenter.com
<http://www.netviewer.info/index.jsp>
www.ibm.com/lotus/sametime



This is Instant presenter / web based / you can have up to 4 presenters & many delegates. The presentation is in real time and offers the potential for real time interaction

You can pay per seat which works out at about 35p per person for 30 minutes - 10 delegates = £35/ 25 delegates = £80

You can pay per month which allows unlimited number of sessions but restricts number of delegates depending on the tariff - 10 delegates = £100 / 25 delegates = £175

There is also an additional charge if you want to record and archive the session.

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Preparing your Presentation

- Keep it simple & focussed (20 – 30 mins)
- Slides uncluttered with simple formatting
- 1 or 2 presenters ?
- No Animations
- Build in audience interactions
- Needs to be totally rehearsed – so practice session have to built in to the planning



Don't be too ambitious and keep the objectives of the session focussed (20 - 30 mins)

Keep slides simple and uncluttered. It's hard to predict users screen size/screen resolution/preferences are.

Consider carefully whether including more than one presenter adds value to warrant the extra work and increased potential for technology to fail. If you do use more than one presenter make sure the sound in both locations is tested so that the levels are similar

Animations do not play once the PPT is loaded although IP is testing a version that will


Build in interactions / polls / I'm fine etc at natural pauses ... to engage the audience and use the functionality of the software.

Needs to be totally rehearsed and nothing left to chance organise sessions prior to event to practice

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Setting up

- 🔊 Hi Spec PC needed
- 🔊 Shut down all unnecessary programmes
- 🔊 Use largest text option for demoing docs & websites
- 🔊 Clip microphone works best



You need a pretty high spec PC especially if you plan to screen share.

Make sure all unnecessary programmes are shut down


If screen sharing make sure docs / websites use large text (especially websites) as users display area could be quite small

Try to use a clip microphone rather than a headset microphone which can pick up breathing.

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Setting up

- 🔊 Headphones are not required unless you enable talk
- 🔊 Disable talk
- 🔊 Placing the camera above the eye line works best
- 🔊 Think about the background & lighting




If you are not intending to enable sound headphones are not required and it's wise to disable the talk facility

Placing the camera above rather than below the eye line of the presenter seems to work best. We stick it on top of the screen. Think about the background and lighting.

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The Role of Support

- 🔊 At least 1 assistant to support you is essential
- 🔊 They should be familiar with the topic so that they can answer questions
- 🔊 It's best to sit beside the presenter logged in so that both screens can be seen
- 🔊 They should keep an eye on both screens to judge any latency problems




You need at least one assistant to handle the text chat and give advice on technical issues and should be beside the presenter (experience of sign language and advantage)

The assistant needs to be familiar with the topic so that questions can be answered immediately. The assistant needs paper and a felt pen to hold up notes for anything that needs to be addressed by the presenter. It's important for the presenter to be able to see the screen that the user sees to make sure synchronisation is working ok.

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The Role of Support

- Assistant should have headphones on quietly to monitor latency
- Assistant should type quietly
- Be ready to copy and paste info & links
- Paper & pen is useful
- If you have a helpdesk make sure they are aware of the event and have enough information to give guidance if there are problems



Assistant should have earphones on - but very low as they will hear the presenter real time and also with a little delay.

Make sure they type quietly
Have information & links ready to copy and paste into the text pane at the appropriate time
Make sure your helpdesk is aware of the event and has enough info to give some guidance if there are problems

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RS:Support: Hi Julie - can you hear Margaret OK?
Gordon Morden: Hi Margaret
RS:Support: Hi Jim - if you can hear and see Margaret can you type in a message?
RS:Support: Hi Surjit - can you hear OK?
Surjit Uppal from Ayr College: Yes can hear you ok
Gordon Morden: ah just dont have a mic
Julie Thorne from Ayr College: Thank you
RS:Support: You won't need a mic Gordon
Jim Brady from North Glasgow College: Hi there... I can hear and see although not necessarily at the same time
RS:Support: Good
RS:Support: Ai set one more person to login - 2 minutes till its off
RS:Support: Hi Lea
RS:Support: If you can hear and see Margaret can you write a text message here
Lea Hayes: i can see but not hear
RS:Support: can you quickly check your volume & mute settings
Lea Hayes: my station doesn't have a mute button
RS:Support: That's a problem I'm afraid

This is an example of the involvement to which the person supporting the speaker may have to participate.

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Delivering your presentation

- Consider playing some music as a distracter while waiting for people to log in
- Write down prompts or indeed a script
- Start on time and let the assistant deal with late comers
- Give people a minute to get settled before you welcome them
- Explain the screen elements




You will have logged in 15 - 20 mins prior to the session and early arrivals will be able to see and hear you - Consider playing some music as a distracter while you wait for people to log in as you can feel a little silly waiting for delegates and it's tempting to babble
Write down your prompts to keep you on track as you would when normally presenting. Write a script if necessary. Print it out in a font size you can see without your glasses.
Start on time and let the assistant deal with late comers

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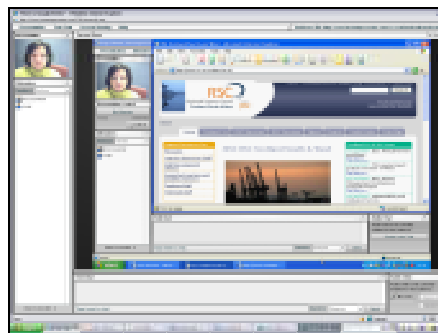
Delivering your presentation

- Stay still after you begin to screen share (a still image is captured but not immediately)
- Keep an eye on both screens to try to maintain synchronisation
- Maximise the window you are demonstrating
- Be aware that your IP panels will not be visible and you'll depend on your assistant even more



Give people a minute to get settled before you welcome them
Explain the screen elements briefly - mention the full screen view - mention that video freezes on screen share so they are prepared
When screen sharing a still image is taken of you as the presenter but there is some delay so stay still for a few seconds so that the picture is decent.


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Delivering your presentation

- Give plenty of opportunities to ask questions, use the drop down facility and conduct regular polls
- Get assistant to take screen grabs of Polls and to copy text chat before you exit to capture the session
- Try to behave naturally



Ask the delegates to indicate how they are using the drop down feedback facility - give plenty opportunities to ask questions - this is the only way to get a feel for your audience

Get your assistant to take screen grabs of Polls and copy the text chat so that it can be reviewed later.


Try to talk and behave naturally and don't worry about looking at the camera.

When screen sharing you should have the window you are demonstrating maximised. This means that the IP panels will be minimised and you will need to rely totally on the assistant to deal with any live happenings. By manually sizing windows the users have a very confusing interface.

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Follow up and evaluation

- Add any Q&As from the session to support notes
- Answer questions not addressed in the session
- Distribute an evaluation questionnaire
- Provide support notes & PPTs online



Add any questions posed during the session to the support notes and elaborate on the answers if possible. Answer any questions not answered at the time.

We prepared an evaluation questionnaire on survey monkey that we email out the following day with support notes.

Provide support notes and PPT online - ours are posted on our website.

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Topics for 2008

- 15th Jan - Universal Design – How to structure a WORD doc
- 29th Jan - Joint with TechDis
- 12th Feb - JANET Collaborate
- 26th Feb - A senior staff update
- 11th Mar - Open Source diagnostic tools
- 25th Mar - Writing eAssessments – from elementary to higher order thinking

