INTRODUCTION TO VIRTUAL AUTHOR VISITS
New to Adobe Connect Meeting? Get an overview of the software and its functions from this video: http://youtu.be/Oyx_hutZtzA

Find out more about Forest of Reading

ADOBE CONNECT BEST PRACTICES
Save valuable time and effort with these best practices for authors.

| 1. Connecting to your session | • Connect directly to the fastest Internet connection available.  
|                              | • Use your wired, Ethernet Internet connection. No wireless connections. No exceptions.  
|                              | • Close email and IM programs not being used for the presentation.  
|                              | • Close any Virtual Private Network (VPN) connections.  
|                              | • Log into Adobe Connect 30 minutes prior to the event time to address any last minute technical issues or other questions. |

| 2. PowerPoint formatting tips | • Solid white backgrounds with simple corporate logos or images work best.  
|                              | • No video, animations or fancy transitions embedded into the slides. Ask your host about alternative means for playing videos.  
|                              | • Limit the amount of text per slide as much as possible.  
|                              | • Provide references in a separate PDF as well as in your presentation (if relevant).  
|                              | • Provide links to externally hosted videos (if relevant). |

| 3. Desktop screen-sharing tips | • Remove any photo backgrounds on your computer desktop.  
|                              | • Close email and other programs not in use. Avoid embarrassing pop-ups.  
|                              | • Don’t crowd the view. Make sure to have one application open at a time.  
|                              | • Don’t keep attendees waiting. Have applications open and ready to demonstrate.  
|                              | • Turn off your computer’s “sleep” function.  
|                              | • Remember to maximize your screen (click Full Screen) in web demos.  
|                              | • Avoid toggling between screen-sharing and slide/document sharing – it can be time-consuming and cause time lags or loss of connection.  
|                              | • If you would like to share your screen during your session, your host will walk you through this process during your rehearsal. |
4. Audio

- Use a quality headset instead. Avoid using the telephone for audio.
- **No** speakerphones or built-in mics. They cause voice fluctuation, feedback and embarrassing background noise.
- **No** wireless microphones.
- If you need assistance, we can recommend a few quality headsets. These will need to be tested during your rehearsal, well in advance of your session.

5. Engaging your audience

**Rule 1: Rehearse with your host.**
- Ensure you are using the same audio equipment you will use on the day of the live event.
- Ensure adequate time to troubleshoot equipment and ask any questions.
- Appoint a timer and script roles and responsibilities.
- Schedule your dry run one week prior to the live event.

**Rule 2: Know your audience – use polls and ask questions.**
- Find out the demographic breakdown of your audience.
- Feel the pulse of the room to determine where to focus content.
- Insert a fun pop quiz mid-presentation.
- Get participants interacting.
- Leave time to answer participant questions during or after the presentation.

**Rule 3: Have fun!**
- Use images and colours to brighten up your presentation. Don’t go overboard.
- Remember you are talking to a live audience. If you’re having fun, they will too!
- Don’t read directly from your slides or notes.


### AUTHOR CHECKLIST

- Presentation slides in PPT format (NOT PPTX)
- Dedicated computer with wired, Ethernet Internet connection (NOT WiFi)
- Quality USB headset with microphone
- Rehearsal scheduled and complete (ideally one week prior to live session)

### TOP BEST PRACTICES

- Directly connect to the fastest internet possible.
- Shut down VPNs and directly connect to the Internet.
- Properly prepare authors and content for the live meeting by requiring a rehearsal with final content.
- Put the Attendee Pod in the Author Only area.
- Create a lobby layout where attendees can enter the meeting room early.