Agenda

• Enhanced Participant Rights
• Prepare Mode
• Using Notes and Chat pods effectively
• PPT tips
• Screen resolution
• Mapping layouts to the agenda
• Cleaning house
• Extensions
• Using pictures
• Lobby ideas
• Room background
• Q&A vs Chat
• Polls on separate layouts
• Interaction timing
• Connectusers.com
Enhanced Participant Rights

- Give access to the tools you want your attendees to use during your presentation

![Enhanced Participant Rights dialog box with options for Share Pod, Notes Pod, Poll Pod, File Share Pod, Web Link Pod, and Q&A Pod.]
Be Sneaky!

- Adobe Connect offers a Prepare Mode so you can go behind the scenes during a live event and make changes without anyone knowing!
Use Note pods effectively

- Display audio conference number
- Insert agenda
- Assign someone to take notes
- Email notes from Adobe Connect meeting room
Create a powerful PowerPoint

Best practices for creating an effective presentation:

- Compress graphics
- Keep animations simple
- Use standard fonts, not smaller than 18 pt
- Keep text brief
- The more slides the better
- Save your PowerPoint in ppt format
Screen Resolution

- Adjust your screen resolution:
  If you have an extra large monitor, go to your Control Panel and adjust your screen resolution, if you plan to screen share during your meeting.

For extra large monitors, set your monitor to 1024 x 768 if you plan on screen sharing.
Map layouts to event agenda

- Customize each layout according to what you’re doing at that point in the meeting
- Organize the layouts in order of your planned agenda
Clean house

- Keeping a room clean
  - Renaming pods
  - Deleting unused pods
  - Clearing out chat and Q&A

Use Manage Pods to clean up your pods

Double-click on a pod name to rename it
Extensions

Liven things up!

Connect Exchange

- Visit and download maps, games & interactive tools:

Interact every 5-7 minutes

Instructions

If you like Coffee, tell us why in the Chat Pod on the Left.

If you don’t, tell us what you prefer to energize yourself during the day.

Cats or Dogs?

- Cats Rule! 0%
- Dogs are Awesome! 0%
- Not in my house! 0%
Make your lobby interesting and fun!
Spice up your room background!
Chat vs Q&A

Shelby Britton: Is there a dial in number for this meeting?
Shelby Britton: Yes, it is 800-888-8888

Shelby Britton: Is there a dial in number for this meeting?
Shelby Britton: Yes, it is 800-888-8888

Shelby Britton: Can't do without it!
Polls on their own layout
Next Steps

- To Learn More about Connect
  http://www.adobe.com/ducts/acrobatconnect/

- Have an Adobe Representative Contact Me
  http://www.adobe.com/cfusion/acrobatconnect/index.cfm?event=lead

- 30-day Free Trial
  http://www.adobe.com/ducts/acrobatconnect/trial/

- Connect User Community
  http://www.connectusers.com

- Connect Exchange