

10 Tips for Meeting Preparation

TIP 1: Assess your computer

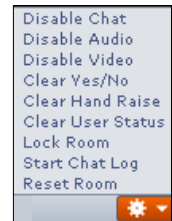
- Run the set-up Wizard
- Test your headphones, microphone and camera

TIP 2: Familiarize yourself with the Presenter's Room Management options

- Disable chat, audio, video
- Clear yes / no and hand raise

TIP 3: Organize meeting agenda and content

- Add slides images, web sites
- View Feb. 3, 2009 archive on www.uen.org/wimba for more details



TIP 4: Be sure to include interactive activities in your agenda

- Ask yes or no questions
- Encourage text chatting
- Conduct polls
- Enable application sharing

TIP 5: Play around and Practice

- Gather some friends and run through your agenda
- Model comfort using audio and video

TIP 6: Invite and Prepare Participants

- Send an email with details such as:
 - meeting date
 - URL to enter your Wimba Classroom (e.g. your my.uen page)
 - A link to the Set-up Wizard

TIP 7: Make sure the Classroom door is open



TIP 8: Start Archive and Chat Log

- View March 10, 2009 archive on www.uen.org/wimba for more details

TIP 9: Introduce Wimba Classroom basics

- You can find a screen capture on <http://www.uen.org/wimba> that you can use in your meeting to help you review the basics with the participants. (How to talk, answer yes / no, text chat, etc...)

TIP 10: Have Wimba Support handy

- 24 x 7 Technical Support - (866) 350-4978