

Instructions for Participating in the Fall FY17 LLNJ Business Meeting via Adobe Connect

Welcome to our experiment! We are trying this possibility for online participation in the LLNJ Fall Membership Business Meeting on Wednesday, November 30, 2016, from 1:15 - 2:00 pm. It is a trial run, so it may not work perfectly. We will evaluate its use after the meeting and as always, we value your feedback.

Important Points:

- Your online meeting host is Sophie Brookover
- There will be no video, only audio of the proceedings
- Your microphone will ***not*** be enabled
- Please ask all your questions, (either about online procedures or pertaining to the agenda) in the chat box
- Sophie will be simultaneously listening to the LLNJ officers presenting the agenda, reading your comments, relaying them to the speaker and documenting your votes
- *Sophie will not be available to assist you with technical issues that day - either before or during the Business Meeting.*

Equipment:

- We recommend that you use a desktop or laptop with a hard-wired Internet connection. *You can use wireless, but it is less reliable.*
- You will need good speakers, either via your monitor or attached component. You can also use a headset. You will not need a microphone.

Testing Your Equipment and Connection Before the Meeting:

We strongly urge you do the following, *at least one day prior to the webcast:*

- We are using a webinar software package called Adobe Connect.
- You need to become familiar with the online room layout and its functionality
- Click [here](#) for a short introductory video. This doesn't cover everything, but does give a good short description of accessing an online room and using the emoticons (you will be using the ones for raising and lowering your hands for voting) and the chat box (you will use this for discussion and questions).
- **It is important that you [test your computer](#), at least one day prior to the meeting.** Most computers will work just fine, but find out now if your computer has compatibility issues with Adobe Connect, and fix them.
- Once you have tested your computer's connectivity and compatibility with Adobe Connect, Then go and login to the room (instructions below). It is very possible that you may need to load software. Adobe Connect usually notifies you when you login, so leave yourself enough time before the meeting to have them load. They should load smoothly and quickly, but for some there may be issues that require you to reboot your computer. We want you to be able to participate. The room will remain open only about 10 minutes without a host present, if you are logging in to test before the meeting on November 30th.

Logging Into the Online Meeting Room:

- LLNJ Fall Membership Meeting login URL is: <https://librarylinknj.AdobeConnect.com/fallmembership17/>
- On the day of the meeting webcast, log in:
 - A few minutes before 1:15 pm
 - **Use “Guest” and you must use both your First and Last names**
 - No special password is necessary
 - Run the Adobe Setup Wizard
 - Click on the “Meeting” tab in the menu bar at the upper left of the window
 - Click on the Adobe Setup Wizard and follow instructions
 - You may need to select your speakers from dropdown menus
 - No need to “test silence”
 - Click “Finish”
- Volume is controlled in a number of places:
 - On the top of the screen in the online meeting room you will see a speaker icon. Next to it is a dropdown menu to adjust volume
 - On the computer you are using. If you are not familiar with that control, seek it out and experiment with how it works
 - On your speakers (if separate from your computer) and also sometimes on your headset (depending on the style/make)
- **If you have any technical questions or problems *in the days before the meeting*, please call Joanne Roukens at 201-874-6885 (her cell phone) or Sophie Brookover at 732-943-6109.**
- **If you have technical problems that day or *during the meeting*, we apologize, but no one will be available to help you.**
- If you have any persistent problems with your audio/video during the meeting, we find that exiting and re-entering the meeting room fixes most issues. Occasionally you might experience some audio delay. This is usually caused by bandwidth issues and will correct itself in less than a minute.

Voting Procedures:

- Only official voting representatives may vote
- Go to the little figure in the status bar at the top of your screen
- Click the down arrow to the right of the figure
- Click “Raise Hand” when asked to vote yes, no, or abstain
- Click “Lower Your Hand” when you are instructed to do so

Discussion:

When “any discussion/questions” is asked for by the LLNJ Board Member:

- Please type in the chat box
- Your discussion points/questions will be read out loud by the online meeting host
- You should be able to hear the reply through the meeting audio