

SfTI Webinar Instructions

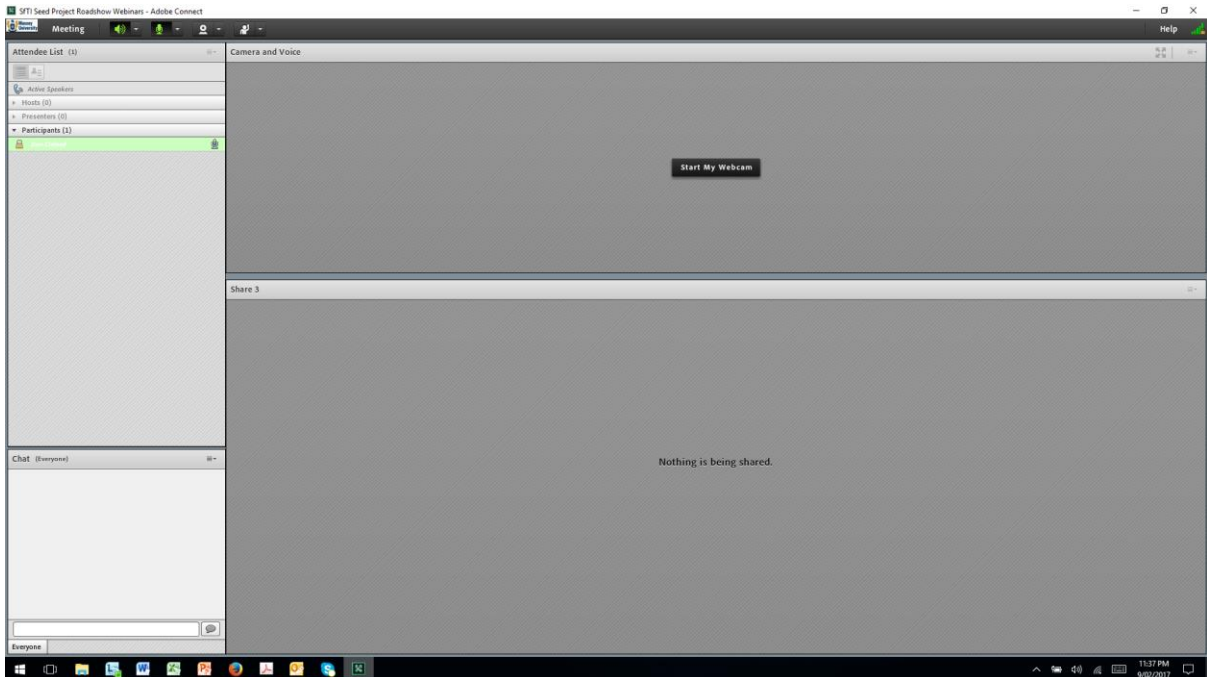
The two webinars sessions are:

1. General introduction to SfTI and the Seed Project funding round – Tuesday, 14 February 2017 at 4 pm
2. IT Data Analytics & Modelling workshop for the Seed Project funding round – Wednesday, 15 February 2017 at 4 pm

The webinars are available via the URL - <https://connect.massey.ac.nz/r6obxykd4t1> and will be hosted via the Adobe Connect software.

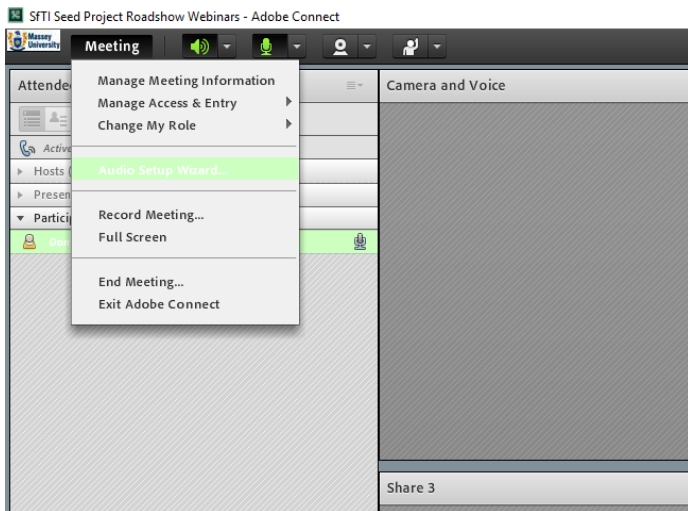
The webinar “room” accessed via the URL will be open 15 minutes prior to the webinar starting. It is strongly recommended that you:

- Use a computer with access to high speed internet and a webcam
- Use a headset with microphone to avoid feedback if you use computer built-in microphones and speakers
- Set up your audio devices and webcam via the Control Panel
- Allow 15 minutes to set up your speakers, microphone and webcam before the start of the webinar
- Close down Skype because it can compete with Adobe Connect for audio devices.
- The screen you will see will be similar to the following:



- The top part of the screen will contain a mosaic of webcam images from each participant and the presenters

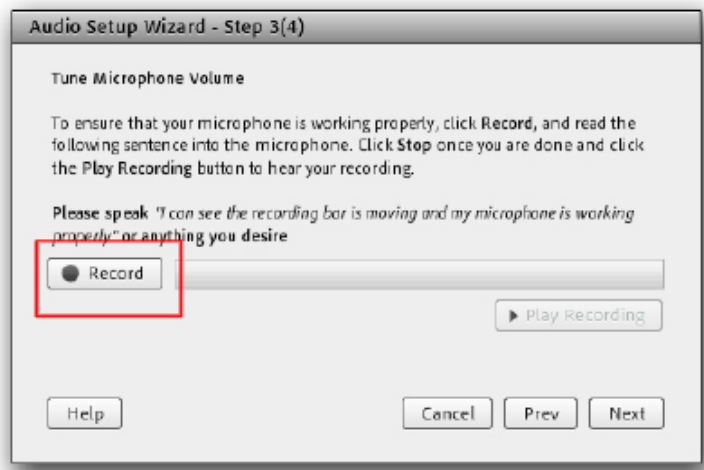
- The bottom part of the screen will contain the powerpoint presentation for the presenter
- Run through the Audio Set-up Wizard (under the Meeting menu)



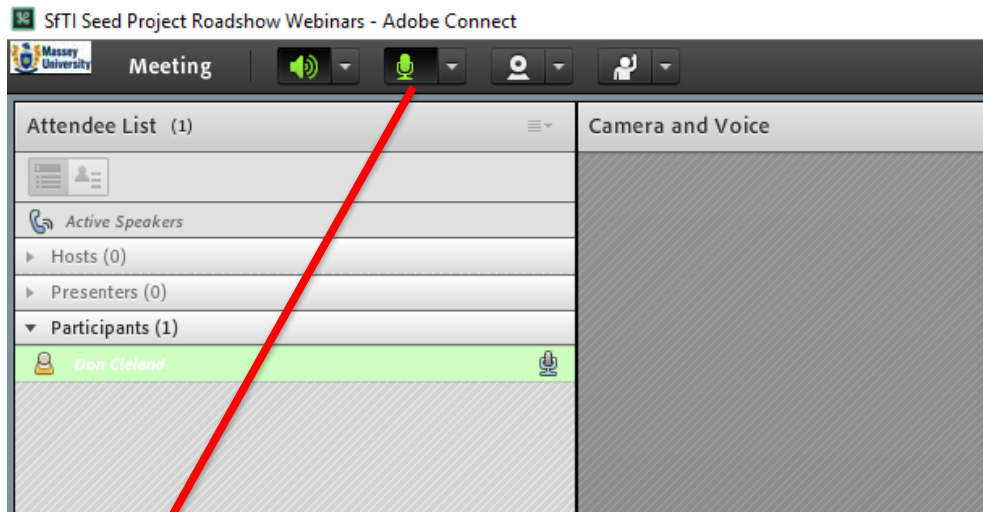
- Click through the menu to test sound. Select the correct microphone:



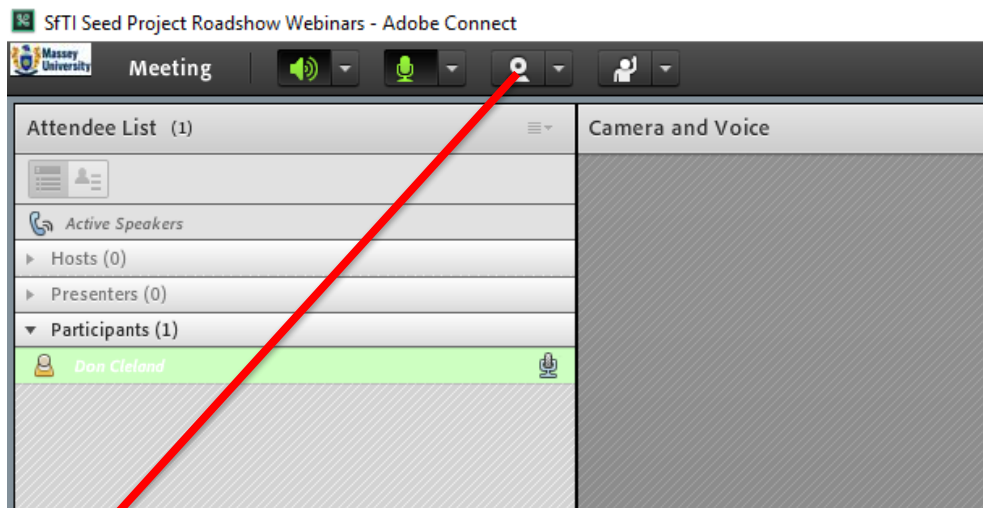
- Test and tune your microphone, skip the Tune Silence Level screen and finish:



- Click the microphone button/flyout to switch your microphone on/off, mute and adjust volume:



- Start your camera by clicking the camera icon:



- During the webinar we suggest you mute your microphone when you are not talking

- If you wish to ask a question use one of the following options to notify the presenter:
 - Unmute your microphone and talk
 - Physically raise your hand so the presenter can see on your webcam on the camera mosaic
 - Type your question in the Chat window
 - Use the electronic hand raiser

