BroadData CONFERENCING

WEB MEETING
USER GUIDE

INTRODUCTION

We have created this guide to quickly give you the information needed to start using BroadData

Web Meetings. **Please see the key points to remember and our meeting checklist:**

- Browser Based - Although you don't need to install anything to use BroadData Web Meetings please be sure you are using the most up-to-date version of the browsers we support, which are: Chrome, Safari, Firefox, Opera and Yandex. Upgrade your browser if you use another.
- Allow Sharing Notifications - BroadData Web Meetings will need to ask your permission before sharing so please keep your eyes open for notifications asking to share Webcam and Audio as well as screen sharing.
- Close Unnecessary Programs - As with any other presentation it is important to be prepared and minimize issues. We recommend closing programs or applications that are not needed when using BroadData Web Meetings to ensure the very best performance.

MEETING CHECKLIST

You may be presenting to your work team or just conducting a one-to-one session online, nevertheless, it is important to feel in control and be prepared.

Here are a few things we recommend you check before starting:

- Is my camera and audio working and not set to 'mute'? - Your computer may have its own mute or disable settings - make sure to check everything is 'on' before trying to share access.
- Is the room I am using suitable? - If you are sharing audio and video take a quick look to make sure your background gives the right impression for you. Be sure no background noises such as traffic can affect your presentation.
- Do I have the windows and documents I want to share ready? – Take a moment to make sure you are ready to share with everything in the correct order and section.
- Am I ready for this meeting? – It is not much different from a real meeting- are you comfortable and in a good position to talk? Do you have water to drink? Make yourself feel at home and be ready for the long haul.

CREATE

- Either choose a random name to launch a room instantly or enter your own room name - we generate a URL which is now your meeting room address.
- What is 'claim my room'? – Think you will be coming back to BroadData Web Meetings? Simply keep the name you chose for any time you return, for life.
- To invite people just give them the room address - you will see a range of tools that let you invite by email, SMS and Social Media- don't worry, you can invite people later or at any time.

CLICK

- BroadData Web Meetings has zero installation - once your attendee receives the room address URL you just created they can join by clicking the link. The link will take them directly to your meeting room.
- If you created a randomly generated room the attendee will be placed straight inside the meeting once they click the link. If you want to control when people are able to enter you can use options such as 'password protected' rooms.
- It can be good practice to advise attendees to follow the same guidance as the host - to check their browser is up-to-date and that they are in a suitable environment for an online meeting.

CONNECT

Now that you are a host in your very own BroadData Web Meeting you will have a range of tools to help you present and share your ideas.

Here are some important things to remember:

- You can share your screen with attendees - have windows ready and choose to either share your whole desktop screen or just part of your screen.
- You have control - you can remove people from the meeting and also invite when the meeting is in progress. Live chat can also be disabled if you prefer to address questions later as a discussion.
- Take your time - remember to allow time for people to join and if need be activate their mic and audio.
- Control what is heard - you can choose to either disable the audience's microphones allowing you to present or have an open discussion.

WEB MEETING ROLES

Three role types can be used during a LiveWebinar: Host, Presenter and Attendee. The following sections describe the security privileges of each role:

HOST
The host is the meeting administrator and is the person who created the meeting session- the host is able to view and change all details as the owner of the room.

PRESENTER
A presenter is an attendee given extra permissions by the host- a presenter unlike normal attendees is able to share certain applications, invite new attendees and has additional security privileges.

ATTENDEE
An attendee has no security responsibilities or privileges.

THE DIFFERENCE BETWEEN MEETING AND WEBINAR

Before inviting your attendees and starting a live session it is important to know what type of room set- up is right for you.

You may be presenting an idea to a large amount of people or simply having an open discussion with a group of colleagues- each situation presents its own benefits and challenges and you should be fully informed before starting out.

Meetings and webinars can be compared to lessons and lectures- both have a very different feeling and style. A meeting is where everyone within the group is able to talk and discuss - a webinar allows only the host to talk. So much like a lesson a meeting is interactive, dynamic and more of an open discussion where anyone can speak at any time. A webinar allows the host to present much like in a lecture with the audience remaining silent until prompted.

Don't worry - if your session needs to start in the style of a webinar for you to first present the information you can then switch to meeting mode within the room to open up a discussion.

Although your audience is set to silent you can always 'pass the mic' to an attendee to speak or make use of the live-chat option to address questions or save them for later.

So remember to breathe, be prepared and take your time ☺. Know that we are with you all the way whilst providing powerful tools to ensure your next collaboration puts you in the driving seat and leaves the audience amazed.