virtual meeting information – using adobe connect

Since April 2013, virtual meetings of the IPPC Technical Panels are run using Adobe Connect. Contact Ms Adriana Moreira at [adriana.moreira@fao.org](mailto:adriana.moreira@fao.org) or Mr Mirko Montuori at [mirko.montuori@fao.org](mailto:mirko.montuori@fao.org) if you have any questions.

Prior to the meeting

At least one week before your meeting, you will receive an invitation email, including the meeting details and the link to participate in the training.

Please run your computer’s Connection Test, to make sure all system requirements are met: <http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm>

If you pass the first three steps of the test, then you are ready to participate in a meeting. If you do not pass the test, perform the suggested actions and run the test again.

Getting started

When the meeting time arrives, click on the link or enter the URL into a web browser (Internet Explorer is recommended).

The meeting login screen appears. If you do not have a username or password for the Adobe Connect account, choose Enter as a Guest, type in your first and last name, and click Enter Room.

The meeting launches in your browser. If the meeting host has not yet arrived to the meeting or meeting security requires the host to approve your attendance, you will be placed in a waiting room.

Once the meeting host accepts you into the meeting, the meeting room interface appears.

Meeting audio

Meeting hosts have control over how the audio portion of your meeting is conducted. They can choose to use Voice-over-IP (VoIP), Integrated Telephony, or Universal Voice (a non-integrated teleconference).

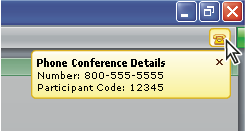
Option 1: Voice-over-IP

When this option is selected, you can hear meeting audio through your computer speakers. Please make sure to use a USB headset for better audio quality. A dialog will alert you that you have the rights to use your microphone. Clicking the Speak Now link will activate the microphone icon in the Application Bar at the top of your screen.



Option 2: Integrated Telephony

If the meeting host has set up the room to use an integrated teleconference, then Adobe Connect will prompt participants to select how they would like to hear the audio. You can select to listen through your computer speakers if the host has enabled this, you can view the dial-in information, or you can have Adobe Connect dial-out to your telephone by entering your phone number and clicking Connect. This dialog can also be launched by clicking the telephone icon in the Application Bar.

Option 3: Universal Voice

Adobe Connect can also bridge non-integrated audio conferences into a meeting room so that the meeting can be recorded and the audio can be broadcast through the computer speakers of the participants. If the meeting host has selected a non-integrated teleconference (Universal Voice), you can listen to the audio through your computer speakers. If you’d prefer to listen over the phone, you can click the telephone icon in the Application Bar to see the dial-in information. If the meeting host gives you the rights to speak, you can use your computer’s microphone or your telephone handset to speak to the other meeting attendees.

More information and user guides

Adobe Connect – getting started: <http://www.adobe.com/support/connect/gettingstarted/index.html>

Adobe Connect User Community: <http://www.connectusers.com/learning_center/>

Virtual Tools on the IPP: <https://www.ippc.int/index.php?id=1110980&L=0>

Troubleshooting

