

eMeeting Leader Tips

- Find a quiet , comfortable place to deliver the meeting.
- Become familiar with the meeting content.
- Try to keep total meeting duration to fewer than two hours.
- Speak clearly and use animation in your voice.
- Make sure Participants can hear you and each other clearly.
- Remind Participants to click **Step Out** if necessary.
- Provide frequent and varied interactions.
- Give explicit directions to Participants.
- Ask for pacing and comprehension feedback as needed.
- Remember to clear Yes, No, and Raised Hands.
- Use the **View** options to enhance AppShare and Web Safari display.
- Vary your use of tools throughout the meeting.
- Encourage Participants to communicate and collaborate.
- If working with a Co-Presenter, decide who is doing what.
- Look at the whole eMeeting window, not just the content.

Education and Training

Saba Education and Training offers courses on Centra products. For more information, visit:

<http://www.saba.com>

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Part Number 188960

Saba Centra Live eMeeting Leader Quick Reference Card

As an eMeeting Leader, you work with eMeeting's tools and features to interact with Participants in real-time, online meetings.

Use the **eMeeting Leader Quick Reference Card** to view tool and tip information at a glance. *You may want to keep this card nearby to reference as you work with eMeeting.*

Where to Get More Information


For more detailed information about working with eMeeting, refer to:

- The **Centra 7 Leader Guide**, available on the Centra 7 Documentation and Knowledge Objects CD in PDF format.
- **Centra 7 Online Help**, accessible on the Centra 7 Home Page.

Before You Begin

- **Centra Audio Wizard.** Configure your speaker and microphone settings for best audio quality. *To work with the Centra Audio Wizard, select **Tools, Audio Wizard** from the Centra interface.*
- **Centra Video Wizard.** Focus and position your camera, if you plan to broadcast video. *To work with the Video Wizard, select **Tools, Video Wizard** from the Centra interface.*



Importing a Presentation

1. Click the folder icon  , which is located above the Agenda.
2. Click **Choose a PowerPoint File to Import**.
3. Locate the file and click **Open**.
4. Select **GIF, JPG, or HTML** as the import format.
5. Click **OK**.
6. Click **Exit** when done.

Note: To import a previously created .saz file, click **Insert, Agenda** and choose the appropriate .saz file.

eMeeting Leader Quick Reference Card


Speaking

1. Press and hold the **Control** key or click the **Talk** button , and speak into your microphone. Or, click the **Lock to Talk** button  to speak for an extended time.
2. Click the **Lock to Talk** button again to allow others to speak.


Promoting a Co-Presenter

3. Right-click on a Participant's name in the Participants area.
4. Select **Promote Participant to Co-Presenter**.
5. Select **Demote Participant** to demote a Co-Presenter to Participant.

Sending Text Chat

6. Click the **Chat** button .
7. Select the **Public** tab to send a message to everyone or the **Private** tab to send a message to a specific person.
8. Type a message in the **Message** text box.
9. For Private chat, select a name from the **Send To** drop down menu.
10. Click **Send**.

Sharing an Application

11. Launch the application to host.
12. Click the **AppShare** button .
13. Select the application(s) to host and click **OK**.
14. Interact with the application or use the AppShare markup tools.
15. Click a different Agenda item or toolbar button/menu bar item to stop AppShare.

Record and Pause

Click to stop and start the Server-Side Recorder.

Click to pass microphone to the next Participant with a raised hand.

Agenda
Click to show the selected Agenda item.

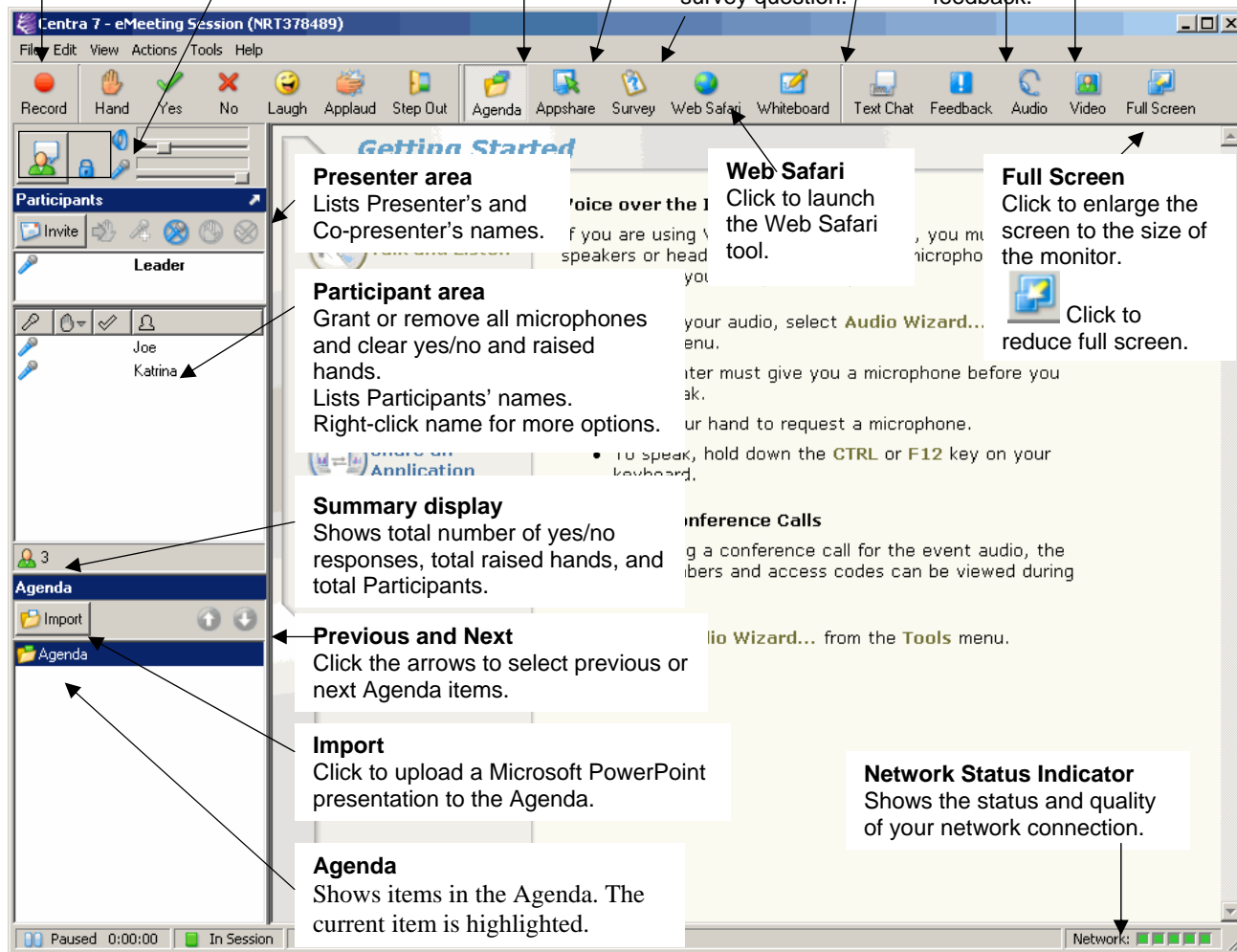
AppShare
Click to launch the AppShare tool.

Survey
Click to create or display survey question.

Whiteboard
Click to launch the Whiteboard tool.

Feedback
Click to read Participant feedback.

Live Video
Click to launch the video panel.



Markup Tools

Click the appropriate tool to mark up a slide or the Whiteboard. Show and hide tools from the Markup menu. You must have a microphone to use the tools.

