

TIPS ON COMMUNICATING EFFECTIVELY OVER THE ACCESS GRID™



sights and sounds...

- Adjust all camera angles *before* every meeting. Empty chairs or unflattering views can be distracting.
- Try to maintain camera *eye contact*. You may need to work with the support staff to ensure cameras and video streams are arranged to give you a feel for any remote audiences.
- Talk at a normal volume. The microphones can be adjusted to your level. Work with your support staff to learn appropriate microphone use and levels. Most Access Grid™ (AG) rooms have either table or hanging microphones. Simply be aware of their placement.
- Pause if technology fails. If something temporarily disrupts the event, or if audio/video drops out at any participating site, be sure to inform (or have your node operator inform) your remote audience what is happening.
- Understand the interfaces and controls that might help you monitor and run your own meeting in part or full over the AG.

audience ...

- Remember that your remote audiences are very much real. Do not forget to include and acknowledge them when possible.
- If you wish to present your talk while sitting alongside your local audience, rather than at a podium, make sure everyone is comfortable with the final setup.
- Always be aware of possible cultural and international differences. The AG includes global collaboration.
- Use a high-energy delivery. You need to hold the attention of both your local and remote audiences. Remember to stay in camera range. Be sure to look for physical cues from your audience.
- Talk with your support staff about how remote questions and answers will be handled at the end of the presentation.
- Consult your node operator about secure Virtual Venue™ options. Currently, most venues are not encrypted by default.

your slides...

- Confirm what type of shared presentation software will be used for your meeting.
- Discuss all of your presentation needs with your local AG support staff prior to any event.
- Provide any electronic presentation file(s) to your node operator *before* AG events.
- You may place your presentations on a web server/scheduler or provide the URL to your node operator for uploading. Realize that most presentation files will be placed, if only temporarily, on the Internet, on a venue server, or through email to other site coordinators or node operators.

version 1.x specific

- Distributed PowerPoint, the software used to distribute control of slides, will fail should animations appear in slide sets. Do not use transitions, animation, or movies within PowerPoint presentations.
- Slides should be mastered from AG site of speakers. Node operators will control these slide changes. However, if a speaker would like to master the control of slide changes from a laptop, please contact node operator to assure the correct software is on that laptop.
- DPPT works separately from AG software. If necessary, DPPT can usually be used separate and apart from AG 2.x, depending on your machine configuration. (It is, however, strongly suggested that the most current version of Access Grid software be used on your node.)

version 2.x specific

- Several shared applications are available through AG 2.x. Currently the most used applications are Shared Presentation and Shared Browser. Shared Presentation requires files to be placed on a server.

Fortunately, files uploaded to the NCSA Scheduler qualify as being on a web server. Simply cut and paste the URL after opening the ppt file in your browser. Shared Presentation allows slide changes to be distributed, as well as control of changes to be handed off to other sites within the meeting. Shared Browser simply allows AG users to navigate through web pages within a meeting. Control can be handed off to any of the participants within a specific Virtual Venue™.

your data ...

version 2.x specific

- Data of any type can be placed within a specific Virtual Venue™ for easy distribution among sites. This data is currently not connected to or configured with any application software within the Virtual Venue™.
- In order to add data, you simply need to drag and drop from your desktop or provide to your node operator so that they might simply upload it from an accessible location. (Please note you cannot currently drag and drop data *from* the venue client *to* your desktop.)
- Data lives in a Virtual Venue™ until it is deleted by the node operator. It is a good idea to delete documents from a venue immediately after a meeting, as there is no automatic purging mechanism in place for data collected in any given venue.

other visual aids...

- Distributed PowerPoint (version 1.x) and Shared Presentation (version 2.x) are currently the typical means used to “distribute” presentations. However, any data or *electronic* files that can be launched from an AG display machine can be displayed as a visual aid for your audience on an AG wall. Such shared files could be displayed locally at participating sites, but realize they will not be distributed.
- Overhead projectors, marker boards, or camera zooms of your local presentations are difficult to effectively share with remote sites. Use of these tools is generally discouraged, but the final decision is up to the event coordinator.

finally ...

- Remember everything is LIVE! Coordination, communication, and preparation are key.
- Spend a little time before the event talking to your AG support staff and getting comfortable with your surroundings.

*Contact Mary Fritsch, Access Grid Support Coordinator,
with any concerns or questions regarding your involvement with the Access Grid™.
www.accessgrid.org*

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