Adobe® Acrobat® Connect™ Pro

Best Practices – Host and Speakers

Engage Your Audience

• Create a 'lobby" layout so you can open your Connect eSeminar 10 minutes before start time. Participants like to know they have correctly accessed the eSeminar.

• Create and play your company's audio "commercial" during the lobby. It's a good place to convey corporate messaging while your audience checks their audio levels.

• Know your audience – use polling questions to find out the demographic breakdown of your audience. Plus, polling is a great way to get participants interacting with the presenter.

• Practice makes perfect! Always insist on a dry run with presenters using the same equipment they will be using the day of the live event. This will give you adequate time to troubleshoot any equipment malfunctions, address any Connect training needs and make sure the presentations are all working as anticipated.

• Have fun! Remind presenters that they are talking to a LIVE audience. If they are not having fun, neither will the audience!

Want More Info?

• Watch this short Connect On Demand Presentation about Best Practices:

https://admin.adobe.acrobat.com/ a295153/connectbestpractices

1. Directly connect to the fastest internet connection available.

2. No wireless, no exceptions.

3. Shut down Email/IM and any programs NOT being used for the presentation.

4. Shut down any VPNs and directly connect to the internet.

5. Do not use a photograph for a Connect room background. Solid color backgrounds with simple corporate logos work best.

6. Have programs that you are screen-sharing open to the appropriate window and ready to demonstrate - avoid launching and logging into programs while screen sharing.

7. Turn off computer "sleep" especially if a re-log in is required.

8. If sharing your screen, remove any photo backgrounds on your computer desktop.

9. Optimize room bandwidth to DSL, regardless of your setting -

    a. In a Acrobat Connect Meeting, at the top of the screen click on MEETING/Room Performance and Appearance/Optimize Room Bandwidth/DSL

10. If using a telephone for audio, use a handset or quality headset, NO SPEAKERPHONE as it will cause voice fluctuations and background audio will be picked up during the recording.

Best Practices – Participants

Make sure to convey best practice instructions to your participants in your invites and reminders to ensure they have the best experience possible:

1. Instruct participants to check to see if their computer system is ready to participate in a Connect meeting:

    a. Conduct a test to ensure your computer is set up with the appropriate tools to participate in an Adobe Acrobat Connect Professional Meeting. To do this, click on the Test Meeting Connection URL located here:

    https://admin.adobe.acrobat.com/common/help/en/support/meeting_test.htm

2. Directly connect to the fastest internet connection available, do not use wireless, it may cause for meeting interruptions.