

## eMeeting Leader Tips

- Find a comfortable, quiet 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.

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## Education and Training

Centra Education and Training offers courses on Centra products, including Centra eMeeting.

For more information, visit:

### Centra Training & Education Services

<http://www.centra.com/education/>

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# Centra 7.5 SP1 eMeeting Leader Quick Reference Card

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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

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

## Sending Text Chat

1. Click the **Chat** button .
2. Select the **Public** tab to send a message to everyone or the **Private** tab to send a message to a specific person.
3. Type a message in the **Message** text box.
4. For Private chat, select a name from the **Send To** drop down menu.
5. Click **Send**.

## Sharing an Application

1. Launch the application to host.
2. Click the **AppShare** button .
3. Select the application(s) to host and click **OK**.
4. Interact with the application or use the AppShare markup tools.
5. 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.

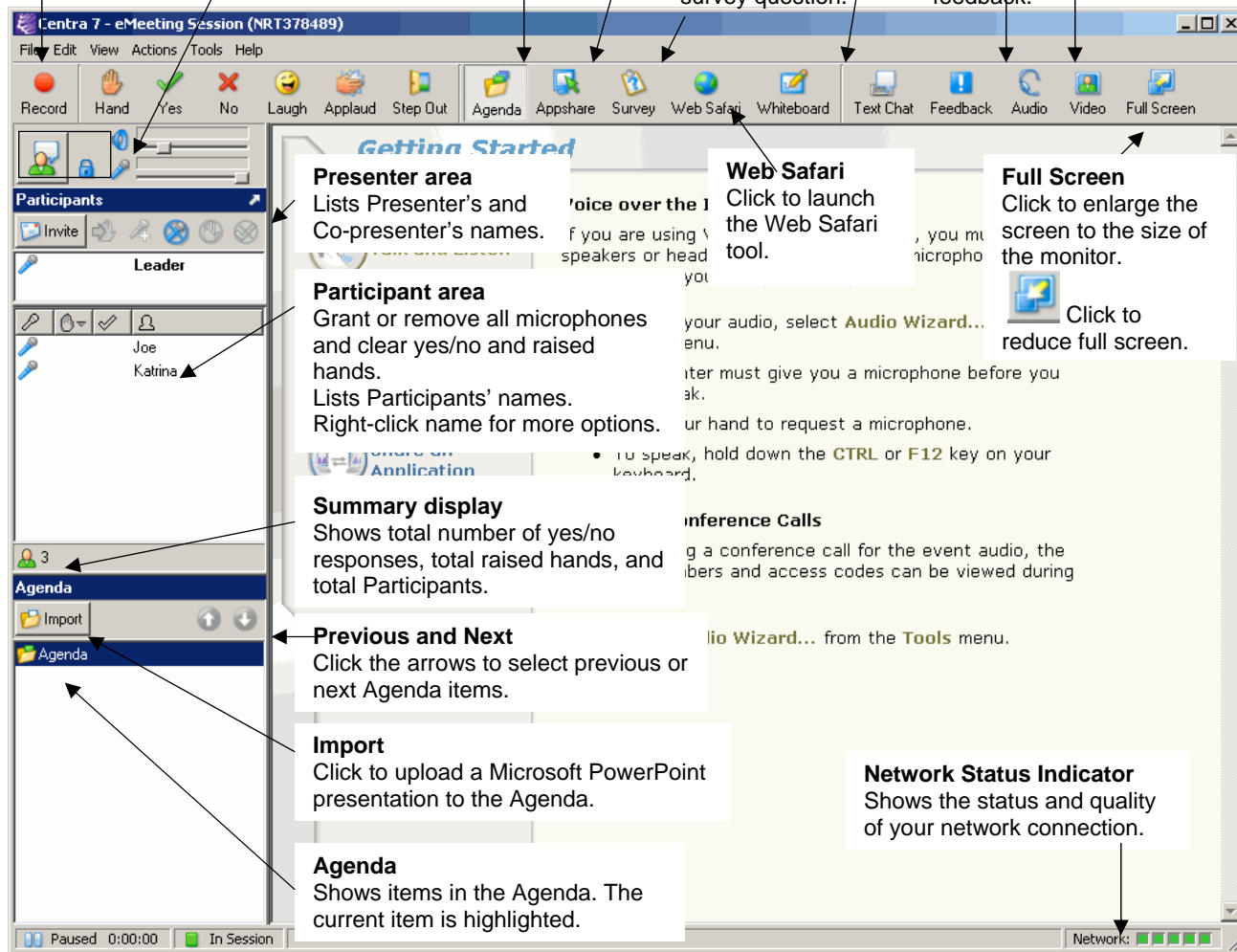
**AppShare**  
Click to launch the AppShare tool.

**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.

