

# Virtual Professional Development

Presented by David Davis



---

---

---

---

---

---

---

---

## Vision

Online virtual meetings and conferences as a regular professional development system that create a sense of virtual community

Tools include:

- Web Sites / eMail / Listservs
- Web Conferencing / Video Conferencing
- Guided Presentations
- Audio / Video / Desktop Sharing / Web Tours
- Collaborative Productivity Tools
- 3D Immersive Environments



---

---

---

---

---

---

---

---

## Examples of Virtual Meetings

Webinars – Don Johnston / Cambium

SL Best Practices in Education – 1000+ participants internationally May 2007

Virtual FETC – Oct 22, 2009,  
<http://virtual.fetc.org>



---

---

---

---

---

---

---

---

### Benefits of Virtual Meetings

- Conduct meetings and conferences without the associated travel costs and inconveniences (weather)
- Demonstrate learning strategies, software, "just-in-time"
- Create virtual spaces that people become accustomed to entering
- Provide a sense of community to participants who are dispersed geographically
- Speed up the Professional Development Cycle



---

---

---

---

---

---

---

---

### Features of Virtual Meetings

- Real-time / Just-in-time
- Voice and visual contact
- Shared whiteboard
- Integrated area for slides, presentations, visuals
- Capacity for text based interaction, side conversations, note passing
- Means for learners to ask/respond to questions
- Tools for assessing moods, opinions, comprehension, and engagement



---

---

---

---

---

---

---

---

### Models of Virtual Meetings

#### Model 1

- One presenter > one or more computers
- Participants view projected screen



---

---

---

---

---

---

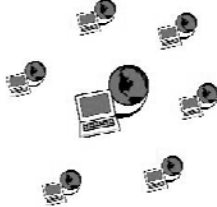
---

---

## Models of Virtual Meetings

### Model 2

- One presenter > multiple participants each with a computer station



---

---

---

---

---

---

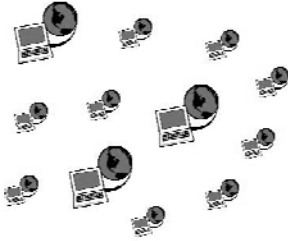
---

---

## Models of Virtual Meetings

### Model 3

- Several presenters > multiple participants



---

---

---

---

---

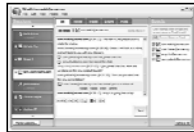
---

---

---

## vConference Products

- Polycom
- Skype
- dimdim
- Elluminate
- Acrobat Connect
- WebEx



---

---

---

---

---

---

---

---

## Polycom

- Video Conferencing : single or multi point
- Excellent video quality
- Whiteboard / Chat / Document Sharing
- Shared Desktop
- Meeting Management

- Participant Cost:
- Requires equipment/ software



---

---

---

---

---

---

---

---

## Skype

- Free Skype to Skype calls
  - Audio
  - Video
  - Screen sharing
- Pay for Skype to phone/cell
- Instant messaging



---

---

---

---

---

---

---

---

## dimdim

- Free for up to 20 participants
  - Audio
  - Video
  - Web tours
  - Screen Sharing
  - Whiteboards
  - Record events
  - LMS integration



---

---

---

---

---

---

---

---

## Illuminate Live

- Video Conferencing : single or shared multi point
- Whiteboard / Chat / Document Sharing
- Shared Desktop
- Meeting Management



- Participant Cost:
- Minimal (vRoom version free)

---

---

---

---

---

---

---

---

## Acrobat Connect / ConnectNow

- Video Conferencing : single or multi point
- Whiteboard / Chat / Document Sharing
- Shared Desktop
- Meeting Management
- Buzzword



- Participant Cost:
- Minimal

---

---

---

---

---

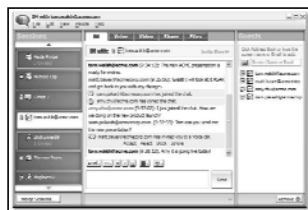
---

---

---

## WebEx

- Popular web meeting service
- Share documents, applications
- Online presentations
- Video / audio



- Participant Cost:
- Minimal

---

---

---

---

---

---

---

---

## Second Life

- Completely immersive 3D virtual world
- Interact through avatars
- Text and audio chat
  
- Participant Cost:
- Minimal



---

---

---

---

---

---

---

---

## Document Sharing

- Buzzword (Acrobat ConnectNow)
- Google Docs
- Zoho
- Dropbox



---

---

---

---

---

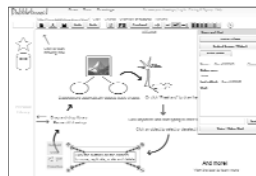
---

---

---

## vConference Products: Tools & Enhancements

- Online interactive whiteboards
  - <http://www.skrbl.com/>
  - <http://www.dabbleboard.com/>
- TeacherTube
  - <http://www.teachertube.com/>
- Survey Monkey
  - <http://www.surveymonkey.com>
- Wikispaces
  - <http://www.wikispaces.com>
- Blogger
  - <http://www.blogger.com>
- Sizer
  - <http://www.brianapps.net/sizer.html>



---

---

---

---

---

---

---

---

## Requirements

- High speed Internet
  - Upstream
  - Downstream
- Web Camera (USB or built-in)
- Phone service
- Additional microphones & speakers
- Web 2.0 software
- Video/audio Conferencing software
- Good computer system (game system if available)
  
- *Review Equipment Handout*



---

---

---

---

---

---

---

---

## Virtual Professional Development

Presented by David Davis



---

---

---

---

---

---

---

---

### Distance Learning Service Comparison Chart : updated Sept 09

Application	Local Install	Hosted Service	Free / Pay	# of users	Video Conf	Telephony Audio Conf	VoIP Audio Conf	Chat	Desktop Control Sharing	Screen Sharing	File Sharing	White board	Recording	URL
Skype	Y	Y	free, pay	1 to 1	Y (1 to 1)	Y	Y	Y	N	Y	N	N	N	<a href="http://www.skype.com">http://www.skype.com</a>
DimDim*	Y:flash	Y	free, pay	free up to 20	Y	-	Y	Y	-	Y	-	Y	Y	<a href="http://www.dimdim.com">http://www.dimdim.com</a>
DimDim Virtual Classroom*	Y:flash	Y	pay	10 teachers / 50 students each	Y	-	Y	Y	-	Y	-	Y	Y	
Elluminate*	Y:java	Y	pay	varies	Y	Y	Y	Y	Y	Y	Y	Y	Y	<a href="http://www.illuminate.com">http://www.illuminate.com</a>
Elluminate vRoom	Y:java	Y	free	3	Y	-	Y	Y	-	Y	Y	Y	N	
WebEx : Training Center & Meeting Center	Y	Y	pay	varies	Y	Y	Y		Y	Y	Y	Y	Y	<a href="http://www.webex.com">http://www.webex.com</a>
Wimba Collaboration Suite	Y	Y	pay	varies	Y	Y	Y	Y		Y	Y	Y	Y	<a href="http://www.wimba.com">http://www.wimba.com</a>
GoTo Meeting*		Y	pay	up to 15		Y	Y		Y	Y		Y	Y	<a href="http://www.gotomeeting.com">http://www.gotomeeting.com</a>
GoTo Meeting Corporate*		Y	pay	up to 25		Y	Y		Y	Y		Y	Y	<a href="http://www.gotomeeting.com">http://www.gotomeeting.com</a>
GoTo Webinar*		Y	pay	up to 1000			Y		Y	Y		Y	Y	<a href="http://www.gotowebinar.com">http://www.gotowebinar.com</a>
Acrobat ConnectNow & Buzzword*	Y:flash	Y	free, pay	free up to 3	Y	N	Y	Y	Y	Y	Y	Y	N	<a href="http://www.adobe.com/acom/connectnow/">http://www.adobe.com/acom/connectnow/</a>
Acrobat Connect Pro	Y:flash	Y	pay	varies	Y	Y	Y	Y	Y	Y	Y	Y	Y	<a href="http://www.adobe.com/products/acrobatconnectpro/">http://www.adobe.com/products/acrobatconnectpro/</a>
Yugma		Y	free (limited), pay	free up to 20	N	Y (long dist. rates apply)	Y	Y	Y	Y	Y	Y	Y	<a href="https://www.yugma.com/">https://www.yugma.com/</a>
Vyew	Y	Y	free (ads), pay	free up to 10	Y		Y	Y	N	Y		Y	Y	<a href="http://vyew.com">http://vyew.com</a>

\*includes additional collaboration applications

adapted from: <http://elearningtech.blogspot.com/2008/12/web-conferencing-services.html>



### Planning and Setting Up Acrobat Connect Professional Meetings

1. Create a plan for the meeting. Determine what you hope to teach, what examples you will use, which content (presentations, animations, videos, documents, and so on) will be shared, who will be allowed (or encouraged) to present, and so on.
2. Create a meeting agenda. Plan for break times.
3. Plan interactions. Decide when you are going to ask and answer questions, when you are going to present polls, and when other participants will present or share documents. Establish how you will call on participants to participate.
4. Create and test all supporting content prior to the scheduled meeting.
5. Create the meeting room, schedule a meeting, and invite users well in advance. Invitations should include the following information:
  - Name, date, and time of the meeting
  - Name of the meeting leader
  - Expected duration of the meeting
  - Session agenda
  - Web address (URL) for joining the meeting
  - Directions for participants to test their computer system prior to the meeting
  - Instructions indicating whom to contact if they have technical difficulties
6. If the meeting or class is an ongoing or biweekly program, send out a schedule so participants can plan for all sessions.
7. Provide a link to any prerequisite materials.
8. Before the meeting, provide participants with a set of ground rules, such as the following:
  - Wait for the planned question time to raise questions.
  - Use the Attendee List pod to indicate if the pace is appropriate and to request permission to speak.
  - Refrain from web surfing during the meeting, unless directed by the Presenter.
  - Turn off “hold music” if the session includes a conference call.
  - Turn off radios, alarms, cell phones, and other distracting sources of noise.
  - Lock your office door or put up a sign that reads “Quiet please – meeting in session.”
  - Use appropriate language and show respect for all other participants.
  - If possible, use headsets rather than speakers.
  - Use your real name, not a web handle or alias.
  - Stay involved, participating in discussions, surveys, and polls.
9. Create a self-guided Adobe Presenter presentation that explains online etiquette or meeting FAQs.
10. Preload all content into the meeting room before the scheduled meeting.
11. Prepare resources or links to additional information. You can create a Web Links pod in the meeting room for presenting this information.
12. Plan a meeting summary. A summary reinforces learning and provides closure to the session.
13. Conduct a trial run. Ask some participants or colleagues to log in before class (preferably a few days before) to check the system. Test such features as application sharing, document sharing, running presentations, and playing video.
14. Arrange to have your learning coordinator or other support staff available to resolve problems before and on the day of the scheduled meeting.
15. Send out a reminder one day before the class.
16. If your meeting is going to occur only once and you expect to have over 50 participants, consider scheduling a seminar instead of a meeting.

## Leading Acrobat Connect Professional Meetings

1. Show up early. The meeting leader should be the first one to enter the meeting room.
2. Use headsets instead of speakers.
3. Place a picture of a participant nearby. This will help you remember you are talking to real people on the other end.
4. Do what you can to minimize distracting background noise during the meeting. Turn off ringers on phones, pagers, and watch alarms. Lock your office door or place a sign that reads “Quiet please – meeting in session.”
5. Set an engaging pace and monitor the audience:
  - Vary your pace to keep participants interested.
  - Use an inflection tone or pitch to vary the sound of your voice.
  - Encourage participants to give you feedback about the pace of the session.
6. Speak with confidence:
  - Use a script or at least note cards.
  - Avoid verbal pauses (*umms* and *ahhs*). Eliminate verbal tags (*you know, OK*).
7. Actively engage the participants:
  - Use the whiteboard and annotation features to draw attention to certain items on the screen.
  - Include multimedia elements such as video clips, pictures, and audio clips.
  - Turn participants into presenters.
  - Ask learners to share their opinions or experiences with the group.
  - Use polls throughout the meeting. Poll results are immediate. Share and discuss them.
  - Ask thought-provoking questions.
  - Create a segment with a game-show or interview format—think *Jeopardy* or talk show. Don't limit yourself to the traditional classroom format.
8. Recruit a technical assistant to support you while you lead the meeting. This person can resolve technical issues, such as helping participants who cannot log in:
  - Provide a side channel of communication so you and your assistant can share information. Consider a second phone line (such as a cell phone) or some type of instant messaging system.
  - Distribute the e-mail address and phone number of the technical assistant to participants so they know whom to contact without interrupting the flow of the meeting.
  - Consider making the assistant responsible for the Chat pod while the meeting leader speaks.
9. Consider having a co-presenter during the meeting:
  - Take turns to vary the delivery, or have the co-presenter summarize chat questions so the presenter can address them.
  - Determine in advance who is covering each section of the material.
  - Consider having a colleague in the audience. The colleague can log in remotely as a participant and monitor the participant experience while channelling concerns or considerations to a technical assistant or co-presenter.
10. Use the Record feature to record the meeting. You can make this recording available for participants who missed the scheduled meeting. You can also learn a lot about the meeting and your delivery by reviewing the recorded presentation.
11. Visualize the best class you have ever delivered. Smile.

# Equipment/Technologies

<http://www.bhphotovideo.com>





<http://www.polycom.com>

<http://www.amazon.com>



Things that make a difference:

1. Bandwidth – upstream for the presenter, downstream for the participants
2. Computer / Graphics System – streaming video, audio, and sharing applications on a desktop take a lot of computer processing speed, RAM memory, and graphics memory. If you are purchasing a desktop, try to get a gaming system. (e.g. SystemMax from Tigerdirect)

	<p>Logitech QuickCam Pro for Notebooks USB 2.0 Webcam - 2MP</p> <p>Will handle one 6ft USB extension cable</p>	<p>\$78.95</p>
	<p>Manfrotto by Bogen Imaging Squeeze-Release Microphone Stand with Base - (Black)</p>	<p>\$104.95</p>
	<p>Shure G12B - 12" Gooseneck - Black</p>	<p>\$19.95</p>
	<p>Naja King Form iPhone stand</p>	<p>\$36.00</p>

	<p>Polycom® SoundStation2™ EX (expandable)</p>	<p>\$499.99</p> <p>Additional Mics (2) \$219.99</p>
	<p>Polycom® Communicator C100S Hands-free USB Skype phone</p>	<p>\$108.65</p>
	<p>Bose SoundDock Series II Digital Music System (Black)</p>	<p>\$299.00</p>
	<p>JBL Control 2.4G Wireless Speaker System 30W</p>	<p>\$204.95</p>
	<p>Sennheiser MKE 400 Compact Video Camera Shotgun Microphone</p>	<p>\$199.00</p>
	<p>Anchor-Audio AN-Mini Deluxe Package (Black) - PA w/ Wireless Handheld Mic &amp; Recharge Kit</p>	<p>\$757.00</p>

	<p>Behringer XENYX 502 - 5 Channel Stereo Output Compact Audio Mixer</p> <p>www.bhphotovideo.com</p>	<p>\$44.99</p>
	<p>Rolls DU30 Audio Ducker with Microphone Preamp</p>	<p>\$69.95</p>
	<p>Canon FS200 Flash Memory Camcorder (Misty Silver)</p>	<p>\$299.00</p>
	<p>Manfrotto by Bogen Imaging 7321YB 4-Section Aluminum Tripod w/ 3-Way Head - Supports 5.5 lbs (2.5kg)</p>	<p>\$104.95</p>
	<p>Grass Valley Canopus ADVC-55 Analog to Digital Media Converter, Composite (RCA), Y/C, Stereo Audio, IEEE-1394 Digital A/V</p>	<p>\$184.95 \$39.95 for power supply separate</p>
	<p>Sony 37" 720P BRAVIA LCD TV</p>	<p>\$674.95</p>