

Instructions for Participating in the Spring FY18 LLNJ Business Meeting via Adobe Connect

Welcome to our online broadcast of the Business Meeting!

[LLNJ Spring Membership Business Meeting](#) on Wednesday, June 13, 2018, from 1:00-2:15 pm

Important Points:

- Your online meeting host is Sophie Brookover
- There will be no video, only audio of the proceedings
- Your microphone will ***not*** be enabled
- Please ask all your questions, (either about online procedures or pertaining to the agenda) in the chat box
- Sophie will be simultaneously listening to the LLNJ officers presenting the agenda, reading your comments, relaying them to the speaker, and documenting your votes
- *Sophie will not be available to assist you with technical issues the day of the Membership Meeting. Please contact her no later than June 12 if you have questions or need technical assistance regarding Adobe Connect. You can reach Sophie by email (sbrookover@librarylinknj.org) or by phone: 732.943.6109*

Equipment:

- We recommend that you use a desktop or laptop computer with either a hard-wired or wireless connection. You can also use the Adobe Connect app on mobile device
- You will need good speakers, either via your monitor or attached component. You can also use a headset. You will not need a microphone

Testing Your Equipment and Connection Before the Meeting:

We strongly urge you do the following, *at least one day prior to the webcast:*

- We are using a webinar software package called Adobe Connect
- You need to become familiar with the online room layout and its functionality
- **It is important that you [test your computer](#) at least one day prior to the meeting.** Most computers will work just fine, but find out now if your computer has compatibility issues with Adobe Connect, and fix them

- Once you have tested your computer's connectivity and compatibility with Adobe Connect, log into the room (instructions below). You may need to load some software. Adobe Connect usually notifies you when you log in, so leave yourself enough time before the meeting to have them load. This should load smoothly and quickly, but some participants may need to reboot their computer. We want you to be able to participate. The room will remain open only about 10 minutes without a host present, if you are logging in to test before the meeting on June 13th.

Logging Into the Online Meeting Room:

- The LLNJ Spring Membership Meeting login URL is:
<https://librarylinknj.adobeconnect.com/membershipmeeting/>
- On the day of the meeting webcast, log in:
 - A few minutes before 1:00 pm
 - **Use the “Guest” option. You must use both your First and Last names to log in for your vote to count.**
 - No special password is necessary
 - Run the Audio Setup Wizard
 - Click on the “Meeting” tab in the menu bar at the upper left of the window
 - Click on the Audio Setup Wizard and follow instructions
 - You may need to select your speakers from drop-down menus
 - Skip testing your microphone and the silence level
 - Click “Finish”
- Volume is controlled in a number of places:
 - On the top of the screen in the online meeting room you will see a speaker icon. Next to it is a drop-down menu to adjust volume
 - On the computer you are using. If you are not familiar with that control, seek it out and experiment with how it works
 - On your speakers (if separate from your computer) and also sometimes on your headset (depending on the style/make)
- **If you have any technical questions or problems *in the days before the meeting*, please call Joanne Roukens at 201.874.6885 (her cell phone) or Sophie Brookover at 732.943.6109 (her cell phone).**
- **If you have technical problems that day or *during the meeting*, we apologize, but no one will be available to help you.**
- If you have any persistent problems with your audio/video during the meeting, we find that exiting and re-entering the meeting room fixes most issues. Occasionally

you might experience some audio delay. This is usually caused by bandwidth issues and will correct itself in less than a minute.

Voting Procedures:

- Only official voting representatives may vote
- Go to the little figure in the status bar at the top of your screen
- Click the down arrow to the right of the figure
- Click “Raise Hand” when asked to vote yes, no, or abstain
- Click “Lower Your Hand” when your are instructed to do so

Discussion:

When “any discussion/questions” is asked for by the LLNJ Board Member:

- Please type in the chat box
- Sophie will read aloud your discussion points/questions so they can be addressed in the meeting
- You should be able to hear the reply through the meeting audio. Sophie will also recap them in the chat box

When the Business Meeting has concluded, exit the meeting room. If you’re away from your computer when the meeting ends, you’ll be ushered out virtually when Sophie closes the meeting room.

Thank you for joining us!