

# Virtual TDG Meeting

some guidelines for using flash meeting

- for the video conf you just need a notebook with a browser and a flash plugin (8 >>)
  - not too slow Internet connection is recommended for proper video quality
- your setup should include a simple web camera and a headset (micro/headphones)
- check beforehand whether all devices work properly
- optimally you have a notebook with an additional external monitor
  - this allows you to watch the interaction (vid. conf participants)
  - and on the other screen the current slide to be discussed
  - if you just have one monitor you probably can't see both at the same time which is less comfortable
- you log in as guest and you see all participants
- the one speaking is marked
- if you want to speak click on the 'join queue' button - a hand is shown with an indication of your turn
- when the previous speaker stops the next is chosen from the queue etc
- when you finished with what you want to say, don't forget to press the 'stop broadcasting' button
  - wait pressing the stop button for 3 seconds after you finished your sentence
- there is an "interrupt" button which should only be used exceptionally
- there is a chat channel to exchange short notes in parallel (for example for short agreement/disagreement comments etc)

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- a vid conf meeting only works nicely when there is a session chair keeping pace and when everyone has read the documents beforehand
- in general make short statements
- yet we have experience with flash meetings with 8 to 10 people, but not with more so we need to see how this trial session will work