

High Level Planning for January Adobe Session
Thursday, October 14, 2010
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Assignment Clarity: Have some experience before the meeting so that people can have a F2F session on Friday night with those who participated ahead of time. The Friday night is two hours with a break in the middle. The first hour is to debrief what people experienced in the three online experiences and the second hour is to have a panel of people (both experienced and newbies) to field questions from other attendees about getting started with virtual facilitation.

TTN Annual Meeting Pre-Conference options:

1. **Illuminate** (Jo and Wayne Nelson and Catherine Tornbom)

January 17-Two Identical Sandboxes/Intro to Illuminate at 1:00 PM ET and 8:00 PM ET and Main Meeting/Demonstration of Wall of Wonder on **January 20** 7:30 PM ET

2. **Mindjet/Mindmapping** (Jerry Mings and Sheila LeGeros)

3. **Adobe Connect Pro** (Ester Mae Cox, Linda Alton, Tamyra Freeman)

Focused Conversation - **January 10**-Two Identical Quick Start Introduction to Adobe Connect Pro at 1:00-2:00 ET and 8:00-9:00 ET (how to use the tool - tool orientation)
January 11 Primary Session 1:00-3:00 PM ET and, if needed, 7:30-9:30 PM ET

Participant Expectations:

- Participate in at least two sessions (different platforms) to

experience at least two of the 3 virtual tools being demonstrated.

- Complete the end-of-meeting survey tool that is used across all three sessions to debrief the participant experience. This data will be what is used for an opening conversation in the first hour of the Friday night session at conference.
- Attend the Annual Meeting in San Antonio and participate in the Friday evening (7 to 9 PM) session debriefing the synchronous (online | virtual) experience. Those who are not participating in San Antonio Annual Meeting may participate in the pre-conference sessions, complete the survey instrument, and should send a money donation to ICA.
- Join the session experience with this minimum level of equipment:
 - USB headset with microphone connected to your computer (this is so that everyone can experience good sound quality)
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Specific to the Adobe Connect Pro Session - Some beginning thoughts about Design considerations:

- Show FC in many ways: PPT slides, chat pods, multiple white boards, audio only, etc.
- Use something specific and with some depth.
- We might even do some brainstorming about ways that you could use Adobe Connect for Focused Conversations.)

- What is the maximum number of people that we want to work with in an Adobe Connect session? Answer: 15. When that fills, we will offer a second date for overflow.
- Another technology that we might demonstrate is let's focus and/or include brainstorming methods.
- Plan/Design the Quick Start/Orientation session with a meaty conversation in mind - something that might draw people into this session. We can e-mail ideas between now and November 15 regarding topics, content, design.

Next meeting evening of November 15 (Monday) 7:30 pm Central (8:30 pm Eastern) - Plan for one hour meeting.

URL: <http://top.acrobat.com/sanantoniovirtual/>