

# Kaltura Meetings Best Practices Training Agenda

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## OVERVIEW

In this session, we will review best practices, including how to prepare users, ensure they connect successfully and maintain a smooth connection.

## Key takeaways

- How to successfully prepare, run, and manage a live room?
- Configuring live room based on the session type
- Preparing your participants to best utilize live room tools
- Tips and tricks to gain maximum engagement
- Maintaining live room security
- How to troubleshoot your session

## Agenda

Topic	Instruction:
Greeting/ Introduction	
<ul style="list-style-type: none"> <li>• Intro &amp; Recap</li> </ul>	<ul style="list-style-type: none"> <li>• Setting Up For A Meeting</li> <li>• Hardware &amp; Software</li> <li>• Prepping Our Guests</li> <li>• Preparation For Hosts (The big one!)</li> <li>• Starting Live Session Checklist</li> <li>• Troubleshooting Devices</li> </ul>
<ul style="list-style-type: none"> <li>• Setting up for a meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Doing a dry run</li> <li>• What prep work is needed</li> <li>• Finding a co-moderator</li> </ul>
<ul style="list-style-type: none"> <li>• Hardware &amp; Video Setup</li> </ul>	<ul style="list-style-type: none"> <li>• Lighting</li> <li>• Audio</li> <li>• Second monitor</li> <li>• Set webcam appropriately</li> <li>• Update Your System</li> <li>• Turn off any unnecessary items</li> </ul>
	<ul style="list-style-type: none"> <li>• Send Itinerary/Agenda</li> <li>• Send Vital Room Information</li> <li>• Room Link</li> </ul>

<ul style="list-style-type: none"> <li>• Prepping our guests</li> </ul>	<ul style="list-style-type: none"> <li>• Send System Requirements/Quick Tech Check</li> <li>• Connect from Chrome/Firefox</li> <li>• Before You Begin Tips and tricks like closing unnecessary tabs</li> <li>• Getting Started Video</li> <li>• Sending Pitch Videos</li> </ul>
<ul style="list-style-type: none"> <li>• Preparation for hosts</li> </ul>	<ul style="list-style-type: none"> <li>• Set your room settings, including, Room Mode, Strong Mute Vs Standard Mute.</li> <li>• Add files/Prepare playlist</li> <li>• Prepare Polls/Quizzes</li> <li>• Whiteboard activities</li> <li>• Breakout Prep o Place Items in Shared Breakout Folder, including, Auto-assign or have group list ready, Prepare co-moderator to assign participants to rooms, Provide technical instructions to the guest after explaining the assignment.</li> <li>• Share screen: Open up tabs you plan to share</li> <li>• Setting Tech Slides &amp; Poll</li> </ul>
<ul style="list-style-type: none"> <li>• Starting Live Session Checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Decide which views to operate in</li> <li>• Set relevant participants as moderator</li> <li>• Set Slides</li> <li>• Begin Recording</li> <li>• Assign individual permissions</li> <li>• Consider muting all participants</li> <li>• Review how participants can mute/unmute themselves</li> <li>• Consider doing a quick sound test/asking</li> <li>• Deliver relevant instructions for how to use elements of the room</li> </ul>
<ul style="list-style-type: none"> <li>• Troubleshooting Tips For Devices</li> </ul>	<ul style="list-style-type: none"> <li>• Check Settings</li> <li>• Refresh</li> <li>• Close other apps</li> <li>• Browser Blocking? Send article</li> <li>• OS Blocking? Send article</li> <li>• Security suite? VPN? Contact CC?</li> </ul>
<ul style="list-style-type: none"> <li>• Tips and tricks! More features &amp; viewing options.</li> </ul>	<ul style="list-style-type: none"> <li>• Review the browser focus feature to track your participant's attention.</li> <li>• Learn how to change the room view.</li> </ul>
<p>Getting Help / Questions</p>	

