

MS Live Meeting as a Virtual Meeting Tool

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Стандарты

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NA Spring Meeting

April 8, 2008



Contents

- The Need for Virtual Meeting Tools
- System Requirements & Recommendations
- Before Organizing a Virtual Meeting...
- Using MS LM as an Attendee
- Using MS LM as a Presenter

The Need for Virtual Meeting Tools

- NA Standards has seen a decline in physical attendance in over 50% of its committees
 - Some committees prefer and feel confident to have over five people attend for consensus
- Positive correlation between increased productive meetings and shortened length of development time

The Need For Virtual Meeting Tools

- NA Standards evolving meeting structure to reflect current industry practices:
 - Reduced industry travel
 - Industry's slow shift towards specific project vs. lifetime career
 - NA Industry has growing use of electronic communication
 - NA Autumn '08 meetings not in standard one week format

Success Stories of Virtual Meetings

“[Virtual meetings] save people significant money, travel expenses and increases the number of available participants in meetings and the document creation process. The use of virtual meetings also provides a large geographical reach to people around the world.”

-- Mark Crockett, Applied Materials

Users

- NA MEMS Microfluidics TF
- NA MEMS Packaging WG
- NA MEMS Wafer Bond Strength Test WG
- NA EH&S ESAC SC
- NA I&C SITF TF
- NA I&C EDA TF
- NA PI&C Committee — RFID work
- NA Metrics E10 Revision TF
- NA Metrics Equipment Documentation TF
- International Traceability A-C TF

1. Why Virtual Meeting Tools
2. System Requirements & Recommendations
3. Before Organizing a Virtual Meeting...
4. Using MS LM as an Attendee
5. Using MS LM as a Presenter

System Requirements

- PC user
 - IE 6 or higher
 - Netscape 7.2
- Mac user
 - Mac OSX 10.3
 - Safari 1.2
- Internet Connection / Bandwidth
 - 56Kbps or faster connection
- Solaris Users
 - Solaris 9
 - Mozilla 1.4
 - Sun JVM 1.4.2

Recommendations for Display

- **Presenter:**
 - 1024 x 768 pixels or higher resolution monitor
- **Attendee:**
 - 800 x 600 pixels or higher resolution monitor (1024 x 768 or higher recommended)

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Basics of Standards Virtual Meetings

- Similarities & Differences with Virtual and Face-to-Face Meetings
- Before Organizing a Virtual Meeting...
- Meeting Preparation
- Meeting Reminders & Guidelines

Similarities & Differences of Virtual and Face-to-Face Meetings

- Similarities
 - Teleconference collaboration
 - See document revised in real-time
 - Open forum for discussion and consensus
- Differences
 - Cannot see each other
 - It is a more controlled atmosphere
 - Changing authorship is easier and faster
 - Requires participants to be more computer / software literate

Before Organizing a Virtual Meeting...

- Planning considerations are similar to teleconferences:
 - Time Differences Between Participants
 - Meeting Length
 - A Defined Purpose for a Meeting
 - Contents / Desired Outcomes Can Be Handled Obtained Through the Media

Meeting Preparation

- Organization is key!!
 - Distribute agenda prior to meeting
 - Provide source files prior to meeting
 - Create a contingency plan:
 - Prepare to run the meeting through teleconference and previously distributed files if it is not a committee meeting

Meeting Reminders

- Meeting Reminders
 - As with all SEMI Standards meetings, Antitrust and Intellectual Property are in effect
 - Must be presented at the start of the meeting

Meeting Guidelines

- Meeting Guidelines
 - Same etiquette rules as followed in face-to-face meetings
 - Emphasis on speaking clearly, slowly, and not over one another
 - Additional guidelines being developed to
 - Encourage reduction / elimination of unnecessary conversation or noise
 - Address how to vote or assess agreement

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Using MS LM as an Attendee

- Logging In
- Installing Meeting Console
- Navigating
- Asking questions
- Voting on polls
- Providing feedback to presenter
- Tips

Logging In

Click on URL to join meeting.
You obtain this URL through an
email by the organizer.

<https://www.livemeeting.com/cc/semi/join?id=C8N77B&role=attend>

Subject: Fluidics TF @ 8:30 a.m. PDT

Meeting URL: <https://www.livemeeting.com/cc/semi/join>

Meeting ID: C8N77B

Role: Attendee

Click to add to your Outlook calendar:

<https://www.livemeeting.com/cc/semi/meetingICS?id=C8N77B&role=attend&i=i.ics>

FIRST TIME USERS: To save time before the meeting, check your system to make sure it is compatible with Microsoft Office Live Meeting:

<http://go.microsoft.com/fwlink/?LinkId=90703>

This Live Meeting invitation is a personal invitation; it should not be forwarded.

For assistance, visit Live Meeting Help and Support:

http://r.office.microsoft.com/r/rlidLiveMeeting?p1=7&p2=en_US&p3=LMIInfo&p4=support

Installing the Meeting Console [1/2]

First Time Only!

The screenshot shows a web browser window with the URL <https://www106.livemeeting.com/cc/semi/join?id=NHKF3B&role=attend>. The page title is "Microsoft Office Live Meeting - Join A Meeting - Windows Internet Explorer provided by Yahoo!". The browser's address bar shows the URL. The page content includes the Microsoft Office Live Meeting logo, a "Login" link, and the SEMI logo. The main heading is "Install Microsoft® Office Live Meeting client or use Microsoft® Office Live Meeting Web Access". Below this, there is a paragraph explaining that the client is not installed and providing instructions on how to choose between the client and web access. A "File Download - Security Warning" dialog box is overlaid on the page, asking "Do you want to run or save this file?". The dialog box shows the file name "LM5Setup.exe", type "Application, 15,816", and source "fwd106.livemeeting.com". There are "Run", "Save", and "Cancel" buttons. A red arrow points from a red-bordered box containing the text "Select Run" to the "Run" button in the dialog box.

Microsoft Office Live Meeting

semi

My Home

Install Microsoft® Office Live Meeting client or use Microsoft® Office Live Meeting Web Access

Microsoft® Office Live Meeting client is not installed on your computer. To join the meeting, you can either install Office Live Meeting client or use Microsoft® Office Live Meeting Web Access. Find out more about how to choose between Office Live Meeting client and Live Meeting Web Access.

Install Office Live Meeting client (Recommended)

By clicking **Accept, Install, and Join**, you agree that you accept the [Statement](#) and [Terms of Service](#) and to the following terms:

- The software is licensed, not sold, solely for you and/or the web conferencing functionality of Office Live Meeting.
- The software is licensed "AS IS" without any warranty. Microsoft will not be liable for any direct damages up to the greater of the amount (US \$1.00).
- You agree not to reverse engineer, decompile, disassemble, or otherwise attempt to discover the source code of the software, and you may not redistribute the software.
- The software may allow you to record meetings. You agree to comply with all applicable laws and regulations regarding the recording of communications (related to privacy, confidentiality, and other legal requirements).

To accept the terms, install the client, and join the meeting, click **Accept, Install, and Join**.

Accept, Install, and Join

Use Live Meeting Web Access (Fastest)

If you are unable to download and install the Office Live Meeting client, use Live Meeting Web Access. Check the requirements for using Live Meeting Web Access.

By using Live Meeting Web Access and joining the meeting, you agree that your actions are governed by our [Privacy Statement](#) and [Terms of Service](#).

To accept the terms and use Live Meeting Web Access, click **Accept and Use**.

Accept and Use

File Download - Security Warning

Do you want to run or save this file?

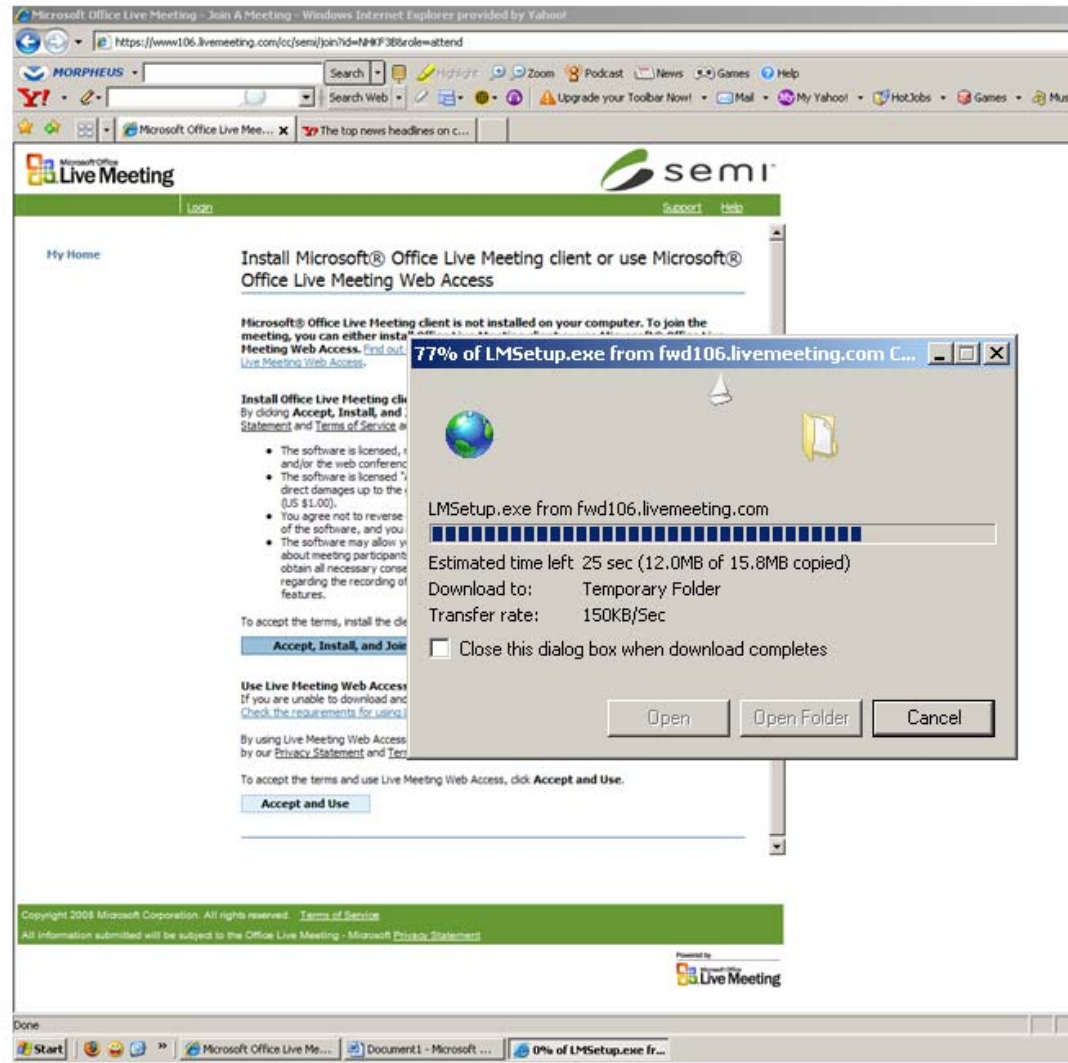
Name: LM5Setup.exe
Type: Application, 15,816
From: fwd106.livemeeting.com

Run Save Cancel

While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. [What's the risk?](#)

Select Run

Installing the Meeting Console [2/2]



Log In Screen

Microsoft Office Live Meeting - Join A Meeting - Windows Internet Explorer provided by Yahoo!

https://www106.livemeeting.com/cc/semi/join?id=NHKF3B&role=attend

MORPHEUS Search Highlight Zoom Podcast News Games Help

Y! Search Web Upgrade your Toolbar Now! Mail My Yahoo! HotJobs Games Music

Microsoft Office Live Meeting Login Support Help

My Home

Microsoft Office Live Meeting 2007 Entry Page

Now starting Microsoft Office

Title : Virtual Meeting
ID : NHKF3B
Start Time : Mar 31, 2008 10:00 PM
You can safely close this browser window

Name: Susan

Notice: Upon entering this meeting, information about your presence will be accessible to other participants during the meeting. Microsoft Office Live Meeting service can be used to record meetings. A recording is in progress when the red recording indicator is lit on the console. By participating in this meeting, you agree that your communications may be monitored or recorded at any time during the meeting. If you initiate audio or video recording, it is your responsibility to inform all meeting participants that they are being recorded and obtain their consent, as applicable. You also agree to comply with all applicable laws when using the recording function. To agree to these terms and enter the meeting, click Continue.

Continue

Navigating

Handouts

Microsoft Office Live Meeting - livemeeting.com - virtual

Feedback: ■

Handouts

Handouts

Select a file to download to your computer

	Name	Size	Uploaded By	Status
<input checked="" type="checkbox"/>	I Total Reminders 071207.ppt	134.00 KB	Presenter	Available

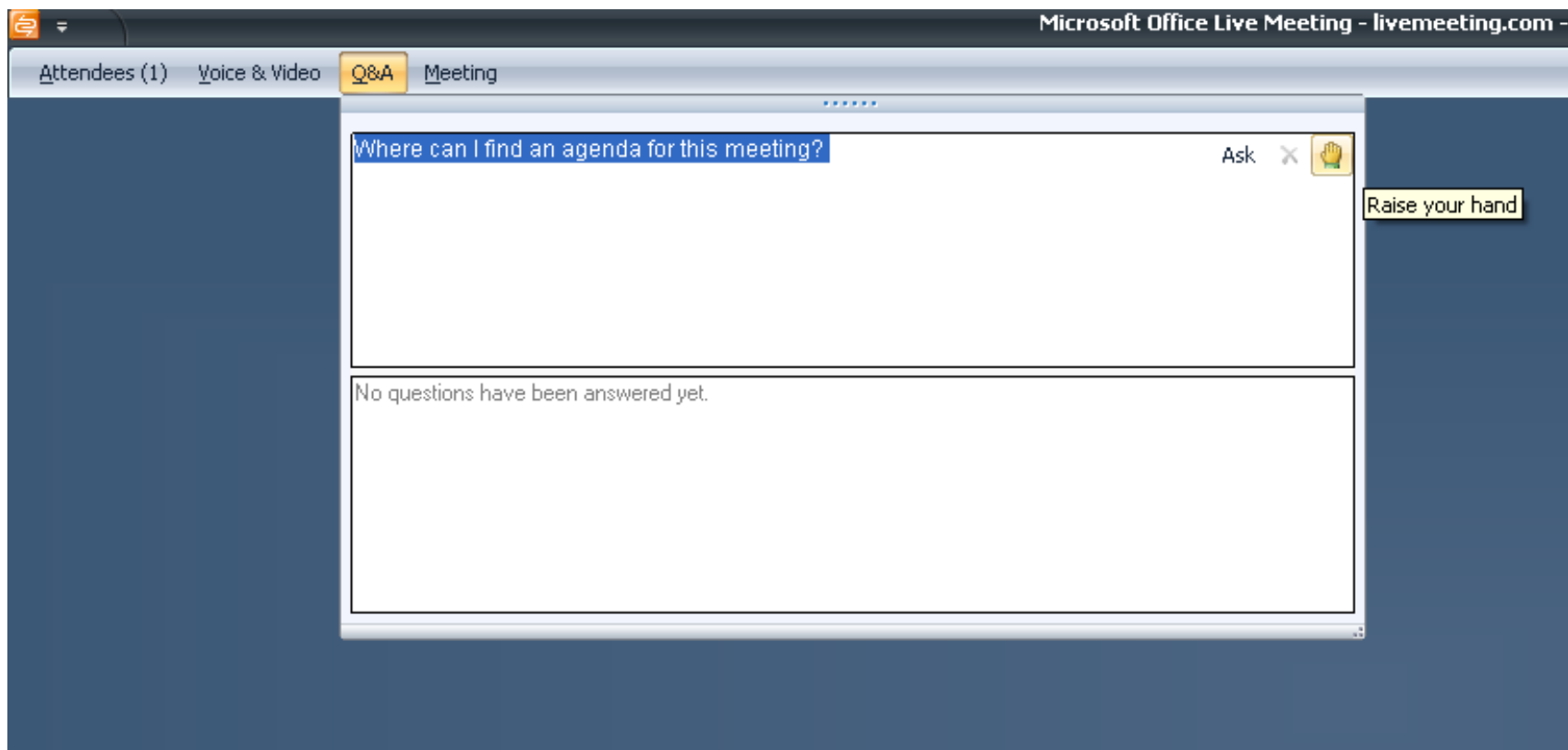
Download

Upload

Available Free Space: 102266.00 KB

[Scanning Information](#)

Asking Questions



Presenter's QA Log

Microsoft Office Live Meeting - livemeet

Content Attendees (2) Voice & Video **Q&A (1)** Meeting Recording

Q & A Manage

Chat Give the Floor

Questions

Person ...	Question	Time Posted
Kevin	Where can I find an agenda for this meeting?	4/2/2008 7:27:12 PM

Kevin's Question

Where can I find an agenda for this meeting?

The agenda is on the SEMI web

Reply to All
Reply Privately

Providing Feedback to the Presenter

The screenshot displays a Microsoft Office Live Meeting window. The title bar reads "Microsoft Office Live Meeting - livemeeting.com - Virtual meeting". The interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Slide Show, Window, Help, Adobe PDF), a toolbar, and a status bar. A "Feedback" dropdown menu is open, showing options: Slow Down (red), Speed Up (blue), Need Help (yellow), Question (purple), and Proceed (green). The main content area shows a PowerPoint slide titled "Request ISC Approval" with a bulleted list. The slide is part of a presentation named "ISC PV Committee Proposal v1.0 .ppt". The slide number 2 is visible in the Outline pane on the left. The SEMI logo is visible in the top right corner of the slide content.

Microsoft Office Live Meeting - livemeeting.com - Virtual meeting

Attendees (2) Voice & Video Meeting

Microsoft PowerPoint - [ISC PV Committee Proposal v1.0 .ppt]

Reviewers... Reply with Changes...

File Edit View Insert Format Tools Slide Show Window Help Adobe PDF

Arial 18 B I U 90% Design New Slide

Outline Slides

1 2 3 4 5 6

Request ISC Approval

Creation of European Regional PV Standards Committee

- Creation of "European Regional PV Standards Committee"
 - Charter, Scope, Co-chairs
- PV: New Technical Area
 - Not addressed in SEMI Standards Program
 - Major activity & standards interest in Europe
 - European PV Comm. co-chairs identified

New Presentation

Open a presentation

- I Total Reminders 071207.ppt
- Live Meeting Presentation_Training 100
- 450mm HWTF notes_032608.ppt
- Live Meeting Presentation_Draft 6_ST.p
- More presentations...

New

- Blank Presentation
- From Design Template
- From AutoContent Wizard

New from existing presentation

- Choose presentation...

New from template

- STDtempl06_ext.pot
- General Templates...
- Templates on my Web Sites...
- Templates on Microsoft.com

Presenter's Screen

Microsoft PowerPoint - [ISC PV Committee Proposal v1.0 .ppt]

Attendees (2) Voice & Video Meeting Recording

Invite View Find Voice >>

Presenter
Susan

Request ISC Approval

- Creation of “European Regional PV Standards Committee”
 - Charter, Scope, Co-chairs
- PV: New Technical Area
 - Not addressed in SEMI Standards Program
 - Major activity & standards interest in Europe

Voting & Participant Authentication

- Vote
 - Tally is shown on screen
 - Polling one at a time is recommended for voting by interest
- Participant Authentication
 - Meetings will be secured with password
 - Link will be provided on SEMI web for non-members

Voting on a Poll




Microsoft Office Live Meeting - livemeeting.com - virtual


Attendees (2) Voice & Video Q&A Meeting Feedback: [Green] [Blue]

Poll Question:


All in favor of motion?

Poll Choices:

-  **yes**
-  **no**
-  **abstain**

 **No Vote**

☰ Polls are open

Fit to Page 

Tips for Attendees

- Log in 15-30 minutes prior to the meeting
- Ask questions if lost
 - Refer to the slide or page number
- Engage in the Discussion
 - Interaction is key for a successful meeting

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Using MS LM as a Presenter

- Preparing for a meeting
 - Importing Documents
 - Sharing Applications
- Conducting a meeting
 - Allowing an attendee to edit a document
 - Conducting Poll
- Wrapping up a meeting
 - Tips
 - Supports

Importing Content [1/5]

- Importing a Document to Present
 - On the **Share** menu
 - **Share Document to View**
 - Acceptable files
 - » Common MS Office Documents (i.e., Word, Excel, PowerPoint)
 - » Adobe Acrobat

Upload File (View Only)

[2/5]

The screenshot displays a Microsoft Office application window with a 'Share' menu open. The menu options include 'Upload File (View Only)', 'Share a Program', 'Share Your Desktop', 'Whiteboard', 'Poll Page', 'Text Page', 'Web Page', and 'Screen Snapshot'. A red circle highlights the 'Upload File (View Only)' option, and a red arrow points from a text box above to it. In the foreground, a 'Choose a document to share' dialog box is open, showing a list of files on the Desktop. The files include 'Liquidchemicals5 yrs.xls', 'Live Meeting Presentation_Draft 5_ST', 'Live Meeting Presentation_Draft 6_ST', 'Live Meeting.doc', 'lvm.doc', 'MTF Facilities issues teleconference.doc', 'Regs changes.ppt', 'RevHist Retire - 0707.xls', 'SMG Si Standards Update July on EU p...', 'standards', 'topical breakouts.xls', 'Virtual Meetings.doc', and 'West Wafer'. The dialog box also shows the 'Look in:' field set to 'Desktop', the 'File name:' field, and the 'Files of type:' dropdown set to 'Common Microsoft Office Documents (*.doc;*.d...)'.

Loading file to MS Server [3/5]

The screenshot shows a Microsoft Office Live Meeting window titled "Microsoft Office Live Meeting - livemeeting.com - Virtual Meeting". The main content area displays a slide with the following text:

- SEMI® Standards Required Meeting Elements**
- International Meeting Guidelines
- Full text versions are available at the Standards desk*
- semi logo

On the left side of the slide, there is a vertical banner with the text "Normen 规格 Standards 標準 立준 Стандарты" in various languages. An "Importing" dialog box is overlaid on the slide, titled "Importing | Total Reminders 071207....". The dialog box shows "Step 2 of 3: Importing content" with a progress bar and "Upload Speed: 63 Kbps". The progress bar indicates that 144 kB of 293 kB has been uploaded. A "Cancel" button is visible at the bottom of the dialog box.

Importing Content [4/5]

- Share and Edit a Document in real time
 - On the **Share** Menu
 - **Share a Program**
 - Any file type can be loaded and opened
 - Allow presenter to edit a document while attendee can see it in real time

Select Share a Program

[5/5]

The screenshot shows the Microsoft Office Live Meeting interface. The 'Share' menu is open, and the 'Share a Program' option is selected. An 'Open' file dialog box is displayed over the meeting content, showing a list of files and folders in the 'My Work' directory. The 'Open' button in the dialog box is highlighted with a red arrow.

Microsoft Office Live Meeting - li

Content (6) Attendees (1) Voice & Video Meeting

Share Thumbnails Lock >>

Upload File (View Only) meeting

Share a Program

Share Your Desktop

Whiteboard

Poll Page

Text Page

Web Page

Screen Snapshot

Kevin Nguyen - Inbox - IBM

Real Estate Search Results

Live Meeting Presentation

Live Meeting Presentation

Microsoft PowerPoint - [Liv

PV Comm Agenda v1.1 .do

Doc1.doc - Microsoft Word

Doc2.doc - Microsoft Word

Microsoft Office Live Meeti

Open a New Program

Open

Look in: My Work

2006 EU reports for West

Equipment Automation Europe 2006

Facilities Committee

Gases Committee

HQ

Liquid Chemical

members contact

Metrics

PIPs

Required elements

SiWafer Committee

agenda.doc

Award_NominationKN2006.doc

Ballots

BasicCER.doc

File name:

Files of type: All Files (*.*)

Open

Cancel

Select the file you want, and select Open

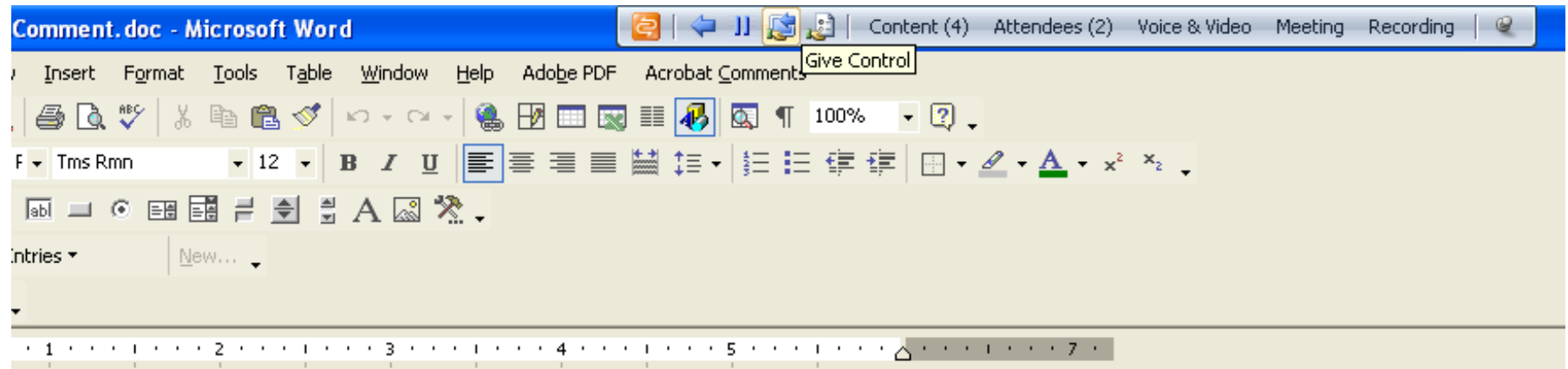
Sharing [1/3]

- Sharing Desktop
 - All programs and files display on presenter's desktop are shared
 - Allows you to switch from one application to another (recommended, however close personal data first)
- Sharing a Program
 - Any attendee can be allowed to share a program for editing and presenter can take control back at anytime

Editing document with other [2/3]

- Editing Document together
 - Click on **Share Controls** icon
 - A list of attendees pops up
 - Select an attendee you want to share control, then select **Ok**
 - Selected attendee will be able to edit a file from presenter's computer
 - Sharing to other attendees can be paused or stopped

Editing Document Collectively [3/3]

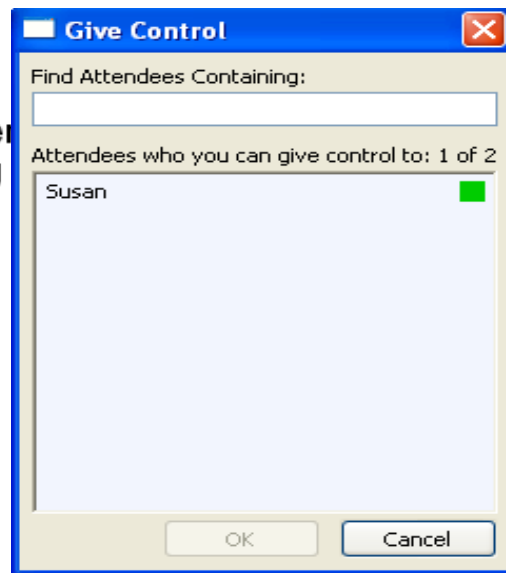


Committee

Number
Voting

3823A
4565
4566

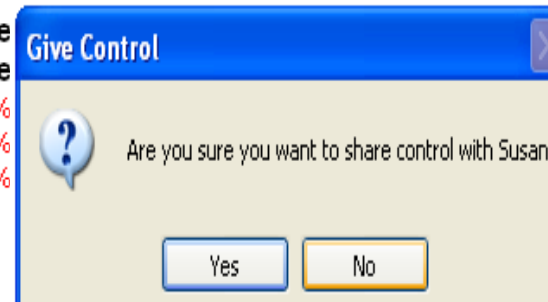
Total Accepts Total Rejects



54

Turn Rate
Turn Rate

62.96%
62.96%
62.96%



Conducting Poll [1/3]

The screenshot shows the Microsoft Office Live Meeting interface. The title bar reads "Microsoft Office Live Meeting - livemeeting.com - Meet Now: Liv...". The main window has tabs for "Content (3)", "Attendees (1)", "Voice & Video", and "Meeting". A "Share" menu is open, showing options: "Upload File (View Only)", "Share a Program", "Share Your Desktop", "Whiteboard", "Poll Page" (highlighted), "Text Page", "Web Page", and "Screen Snapshot". A "Create Poll Slide" dialog box is open in the foreground. It has a "Question:" field containing "All in favor of the motion?". Below it is a "Choices:" section with six rows, each with a colored square and a text input field. The first row has a red square and "yes". The second row has a blue square and "no". The third row has a yellow square and "abstain". The other three rows have green, magenta, and orange squares with empty text fields. At the bottom of the dialog are "OK", "Cancel", and "Help" buttons.

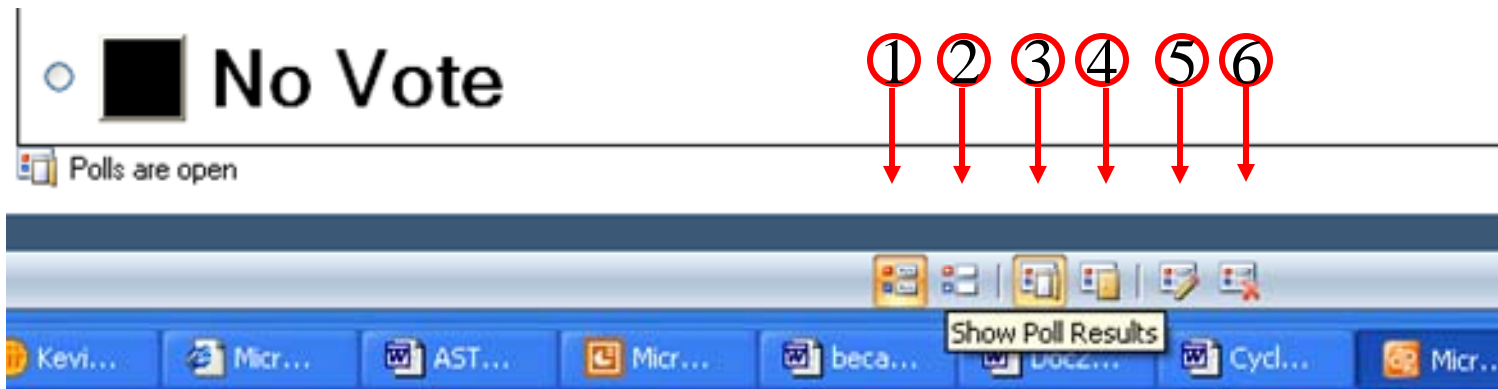
Poll Results [2/3]

The screenshot shows a Microsoft Office Live Meeting window with the following elements:

- Thumbnail:** A small version of the poll question and choices is visible in the 'Thumbnails' pane on the left.
- Poll Question:** A large text box containing the question "all in favor of the motion?".
- Poll Choices:** A list of three radio button options: "yes" (red square), "no" (blue square), and "abstain" (yellow square). A "No Vote" option (black square) is also present at the bottom.
- Results:** A table showing the distribution of votes:

Choice	Percentage	Count
yes	50%	1
no	50%	1
abstain	0%	0
- Status:** "Polls are open" is indicated at the bottom left, and "Results are shown" is indicated at the bottom right.

Show or Hide Polls Results [3/3]

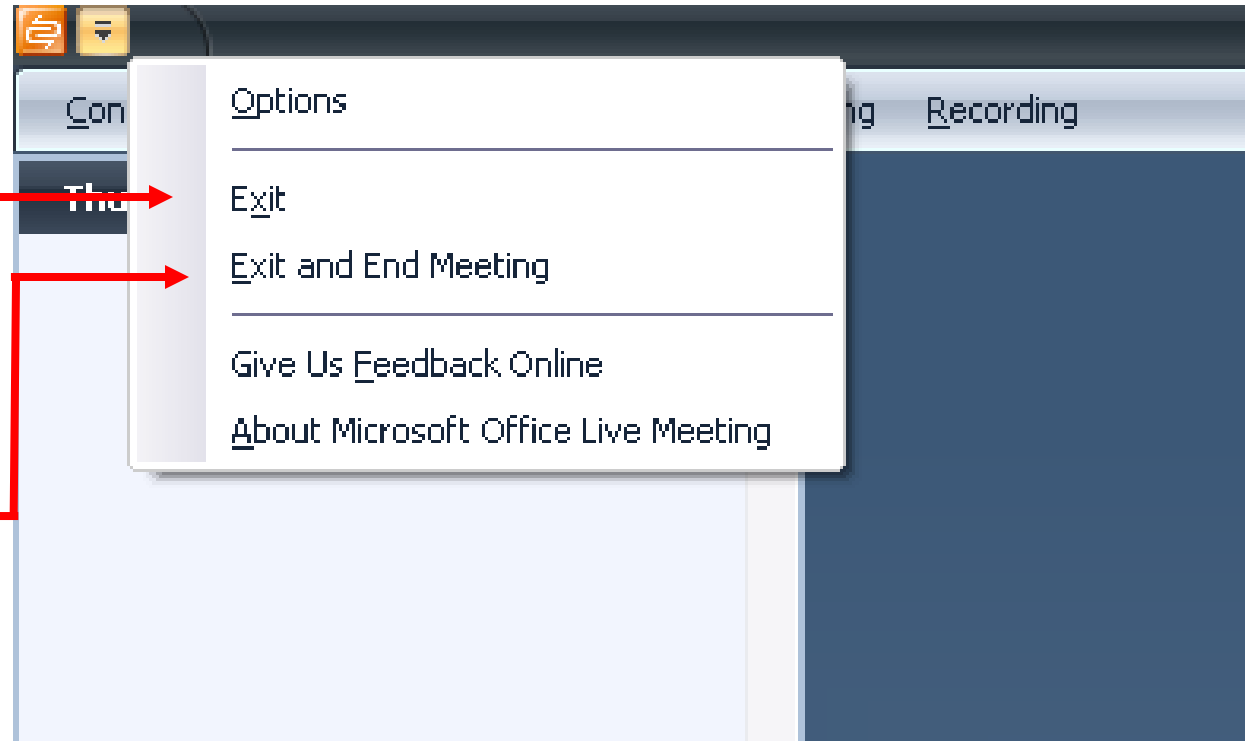


1	Show Poll results
2	Hide Poll Results
3	Open Polls
4	Close Polls
5	Edit Polls
6	Clear Polls

Ending the Meeting

Any attendee or presenter can **Exit** the meeting and leave the meeting still running. If desired, they can rejoin later.

Only the presenter can **Exit and End Session** for all



Tips for Presenting [1/2]

- Upload Slides and Other Presentation Material in Advance
 - Presenter may log on at anytime before the meeting
- Use the Agenda as a Checklist
- Start with Int'l Meeting Guidelines
- Conduct the Meeting in a Quiet Place
- **Set Screen Resolution to (1024x768)**

Tips for Presenting [2/2]

- Use a Headset or Speakerphone to Remain Hands Free
- If Appropriate, Use Polls to Engage Your Audience
- Keep the Meeting Length to About One Hour
- When Sharing Your Desktop, Close All Unnecessary Applications
- Limit Yourself to Having 1 Presenter During the Meeting

Microsoft Resources and Support

www.microsoft.com/office/livemeeting

- User guides and best practices
- Live and on-demand training
- FAQ and downloads
- Online support

Customer and technical support, 24/7

- lmhelp@microsoft.com
- 866-493-2825 (toll-free in US)
- 00.800.9522.3000 (toll-free in Europe)
- 650-526-6950 (direct international number)

SEMI Staff

Thank You