MS Live Meeting as a Virtual Meeting Tool

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NA Spring Meeting

April 8, 2008

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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

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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

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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

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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

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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

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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

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System Requirements

- PC user
  - IE 6 or higher
  - Netscape 7.2
- Mac user
  - Mac OSX 10.3
  - Safari 1.2

- Solaris Users
  - Solaris 9
  - Mozilla 1.4
  - Sun JVM 1.4.2

- Internet Connection / Bandwidth
  - 56Kbps or faster connection

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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

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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

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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

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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

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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

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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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1. Why Virtual Meeting Tools
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4. **Using MS LM as an Attendee**
5. Using MS LM as a Presenter

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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

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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=LMInfo&p4=support

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Installing the Meeting Console [1/2]

First Time Only!

Select **Run**

Installing the Meeting Console [2/2]

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Log In Screen

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Navigating

Handouts

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Asking Questions

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Presenter's QA Log

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Providing Feedback to the Presenter

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Presenter's Screen

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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

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Voting on a Poll

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

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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

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Upload File (View Only)

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Loading file to MS Server [3/5]

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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

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Select Share a Program

Select the file you want, and select **Open**

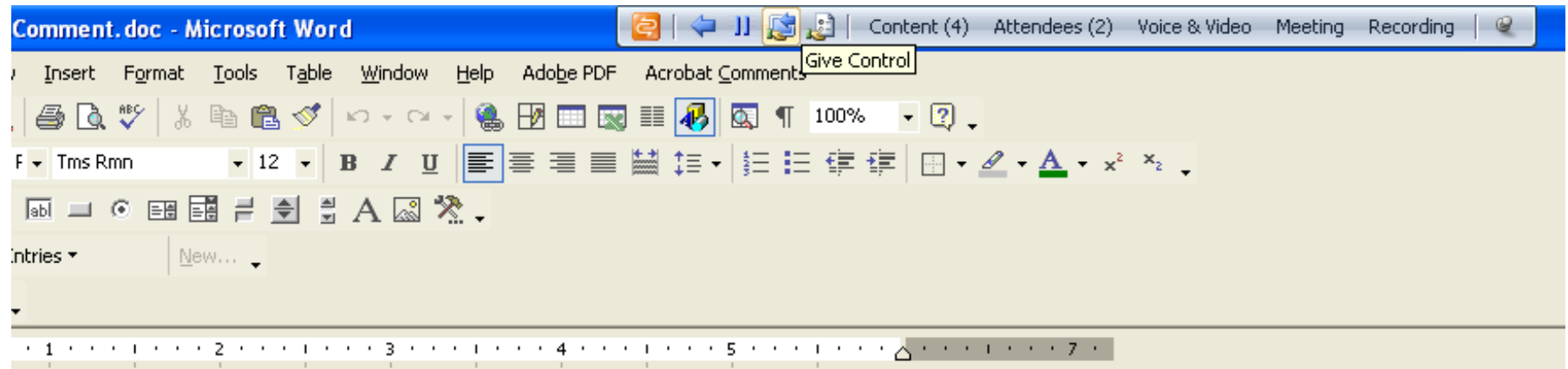April 8, 2008   SEMI Standards NA Spring Meetings

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

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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
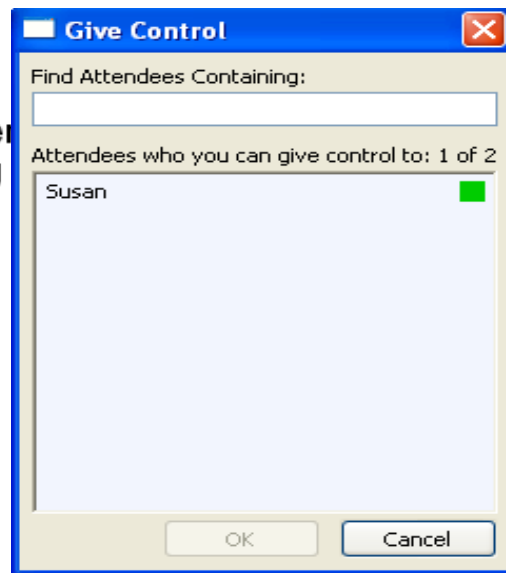
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Editing Document Collectively [3/3]

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Conducting Poll [1/3]

Poll Results [2/3]

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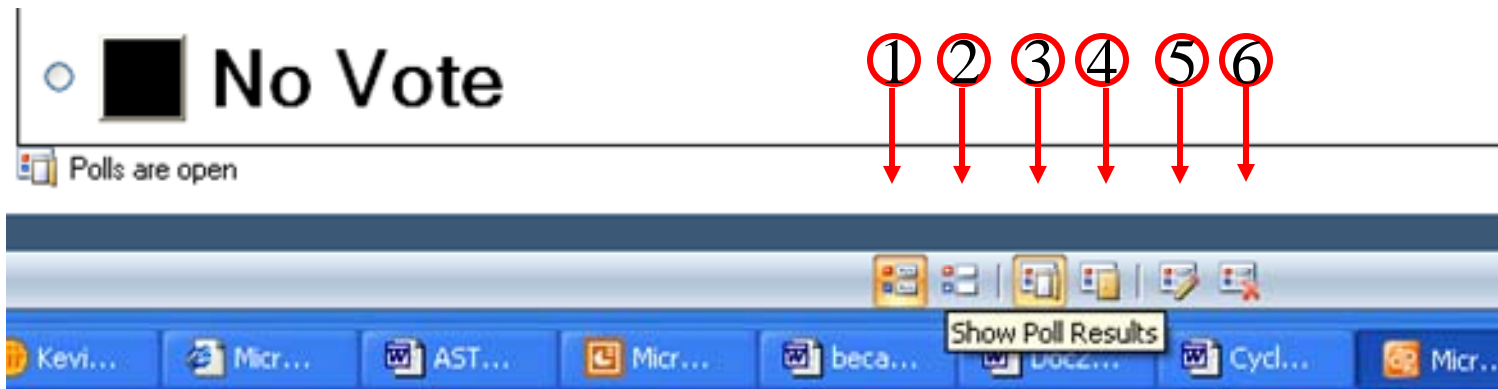
1	Show Poll results
2	Hide Poll Results
3	Open Polls
4	Close Polls
5	Edit Polls
6	Clear Polls

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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

Options

Exit

Exit and End Meeting

Give Us Feedback Online

About Microsoft Office Live Meeting

Con

Recording

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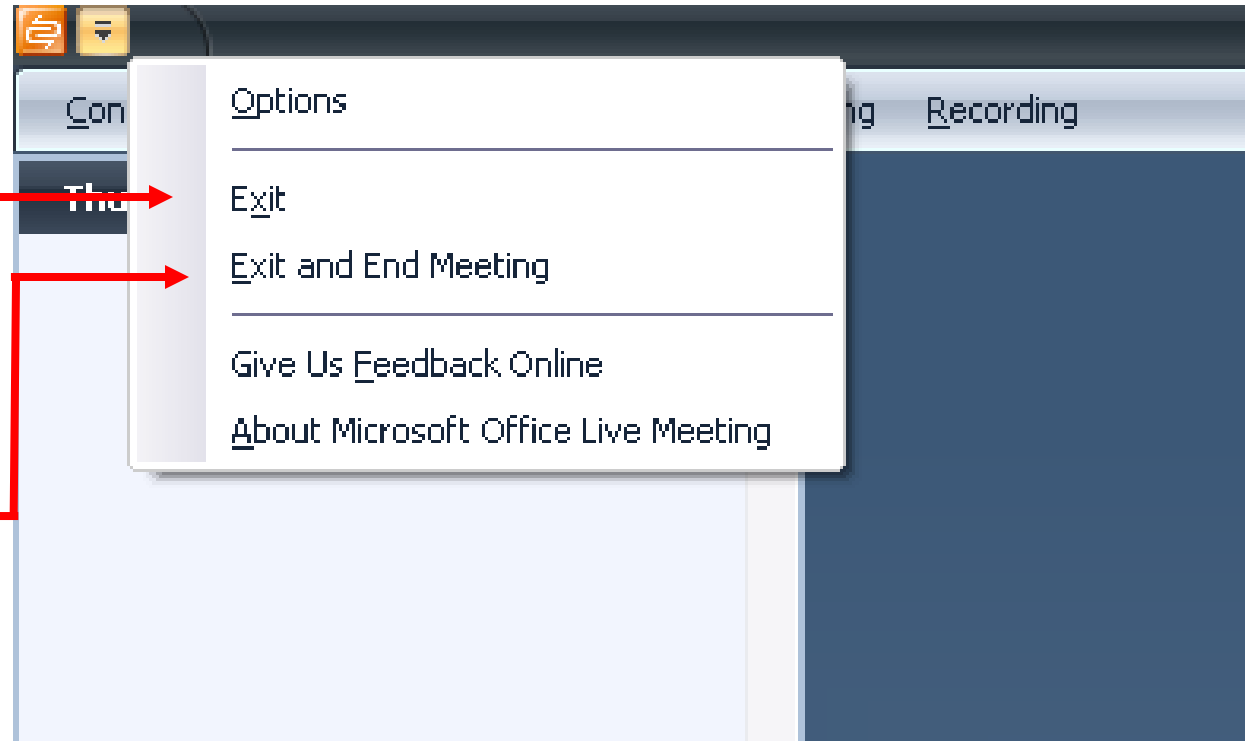
Tips for Presenting [1/2]

- 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)

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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

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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)

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Thank You

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