

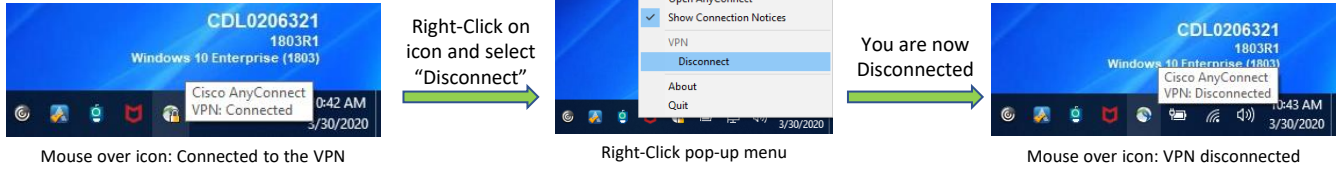
(Steps and screen-caps based on a **Chrome Browser** on a Windows 10 FDA laptop)

Visit the [SBIA Events Presenters' Resource Page](#) for more information

STEP 1: Disconnect your laptop from the FDA VPN

SBIA Events are *public* so you do NOT need to use the VPN (which can slow your Internet speeds by 95% !)

In the lower right corner of Windows 10:



ALSO: Fully exit Skype and Cisco IP Communicator, close unneeded browser tabs and anything else that might use bandwidth

STEP 2: Enter to the **CORRECT** Adobe Connect Room as a Guest

Use the **Chrome browser**. Use the correct “super-secret backdoor” link to enter your room:

**** IMPORTANT STEP: Use the CORRECT link below for your event!! ****

If you are speaking at a **Webinar** event (*usually 1-4 hours long*) use:

<https://concerted.adobeconnect.com/sbiawebinar>

If you are speaking at a **Conference or Workshop** event (*usually 1 or 2 days long*) use:

<https://concerted.adobeconnect.com/sbiaevents-room1>

You *may* then see a dialog box asking if you would like to open the room in a **Web Browser** or the **Application**. **Application is usually the better choice**, but both will work

Then you will see the login screen on the left side of the screen:

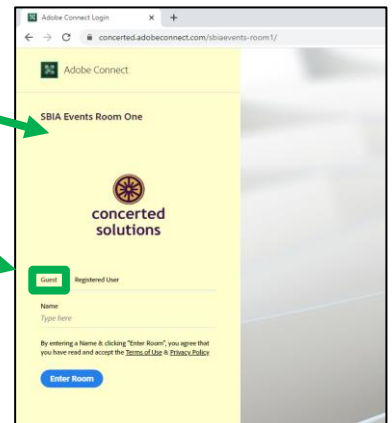
Chose “Guest”

and then

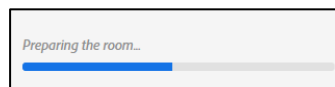
Type “AA-” and your Full Name in the “Name” field

(this makes it easier to find you later...)

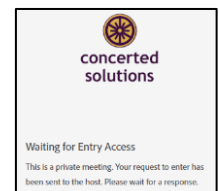
If you see an “Update Application” message from Adobe Connect, click “Not Now”.



There may be a wait for up to one minute while the Adobe Connect room is rendered:



You will then see this screen while you wait for one of the Hosts to let you into the room:



Stuck here for a LONG time? Check **ABOVE** to be sure you are using the **CORRECT** link!

Once someone lets you in, you will go onto Step 3...

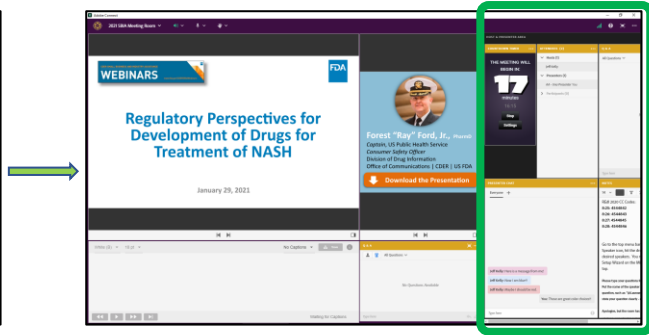
STEP 3: Convert from “Participant” to “Presenter” view and Connect Microphone

When the Host lets you in, you will be in “Participant” mode. You will stay there until about 5 minutes before your session begins. Then the Host will promote you to “Presenter” view.

It will look *something* like this:



Adobe Connect Room in Participant View

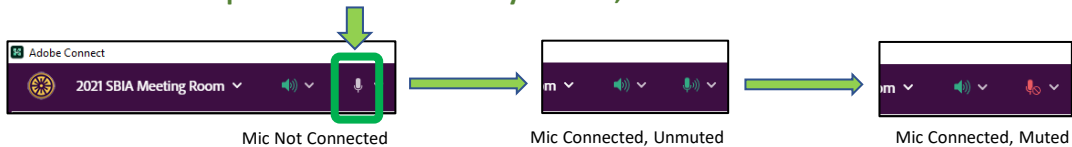


Adobe Connect Room in Presenter View

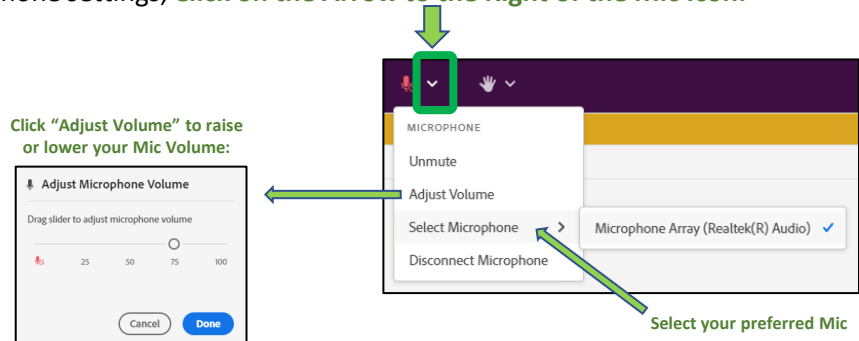
Presenters
Only
Area

Once in Presenter view, you will see a *Microphone* icon at the top of Adobe Connect:

Click on the **White Microphone Icon** to Connect your Mic, then **IMMEDIATELY CLICK AGAIN** to Mute:



If you need to adjust your Microphone settings, Click on the **Arrow to the Right of the Mic Icon**:



Be sure to click “Done” to activate changes.

OPTIONAL: Control Your Slides if You Are Presenting Live

If you are presenting live (instead of pre-recording), your slides will be uploaded to Adobe Connect and you will control your slides in Adobe Connect

To advance your slides (or bullets), Click on the *Forward* and *Backward* buttons at the bottom center, below your slides:



You can also use the spacebar on your keyboard to move *forward* through the slides (or bullets).

If you encounter any issues, just ask the Host for assistance. In a worst-case scenario, you may ask the Host to advance your slides for you (“next slide, please”).

When you complete your presentation and Q&A, the Host will return you to “Participant” view.

NEED URGENT HELP?: During the broadcast, you can dial into the “backstage” conference call at (213) 226-1066; ID: 199-308-140#