



FEMA REP Recovery Initiative

Adobe Connect Quick Sheet

The following materials will be updated as needed to reflect additional necessary guidance. Attendees and presenters do not need to have an Adobe Connect account to enter the meeting room. When prompted, it is recommended you open the room using the desktop application.

Before Event

Attendees

- Testing audio/connection
 - o Enter the room:
<https://meet654831294.adobeconnect.com/reprecoveryinitiativebrownbag/>
 - o If prompted by your web browser, select “Allow” when asked to use the microphone
 - o If accessing the Room in a web browser, follow the applicable steps based upon the version of Adobe Connect you are viewing:
 - If you see ellipsis in the upper right corner:
 - Click the ellipsis > Select “Speaker/Microphone Setup” > Follow the prompts
 - If you see “Meeting” in the upper left corner:
 - Click “Meeting” > Select “Audio Setup Wizard” > Follow the prompts
 - o If accessing the Room in the application:
 - Select “Meeting” in the upper left corner > Select “Audio Setup Wizard” > Follow the prompts

Presenters

- It is strongly recommended that presenters download the Adobe Connect application to allow for a smoother transition between presentations and activities
 - o Enter the testing room:
<https://meet654831294.adobeconnect.com/reprecoveryinitiativebrownbag/>
 - o If prompted how to open the room, select “Open in Application”. If you do not have the Adobe Connect Application, select “Download”
- Complete the audio connection test
 - o Enter the testing room:
<https://meet654831294.adobeconnect.com/reprecoveryinitiativebrownbag/>
 - o If prompted by your web browser, select “Allow” when asked to use the microphone
 - o If prompted how to open the room, select “Open in Application”. If you do not have the Adobe Connect Application, select “Download”
 - If you are unable to download the application, follow the guidance for enabling Adobe Flash Player and joining with the classic view.

Upon Entering Room

User Name

- When entering the room, please format your name as [Name]-[Agency] (ex. John Smith-FEMA)
- If you have entered the room before adding your agency/organization name to your title, please follow these steps:
 - o On the right side of the screen, find the “Attendees” pod > Click the ellipsis or drop down button (depending on program version) in the upper right hand corner of the “Attendees” pod > Select “Edit my Information” > Enter your name using the following format: [Name]-[Agency] (ex. John Smith-FEMA)



During the Event

Audio Troubleshooting

- If, while in the event meeting room you have problems hearing the audio, please follow these steps:
 - o Ensure your computer volume is turned up
 - o Try using headphones
 - o Click on the speaker button at the top of the screen
 - Click “Select Speaker” from the drop down > Click “Speakers/Headphones”
 - o Follow the troubleshooting steps at the start of this document
- Please note, participants will not have speaking capabilities until granted

Asking Questions

- Due to the virtual nature of the presentations, questions will be asked of the presenter at the end of the presentation. Throughout the presentation, participants are encouraged to ask questions in the chat box. Questions will be collected by support staff and will be addressed at the conclusion of the

presentation. Presenter Speaking Capabilities

- Upon being designated as a presenter, microphone capabilities will be made available. To enable the microphone, click the microphone button at the top of the screen.

Seminars Only – Interacting During Breakout Session

Breakout rooms

- When breakout sessions begin, all participants will automatically be moved into breakout rooms. Once in the breakout room you will be granted speaking rights. To enable your microphone, click the microphone icon at top of the screen. If you do not enable your microphone, others will not be able to hear you.

Microphone

- Upon being assigned to a breakout session, all participants will have microphone features added. To enable the microphone capability, the participant must click the microphone button at the top of the screen.

Typing on Screen

- To fill in the worksheet for the facilitated discussion component, follow these steps:
 - o Click the "Draw" button at the top of the display screen > Click "T" from the pop out on the left side of the screen > Move the cursor and click on the desired area to add text > To end the text feature, click the cursor from the left side of the screen
- Only the identified note taker should be filling in the worksheet.
- The individual supporting the breakout session will also be adding additional discussion questions to the worksheet as conversation progresses.

Urgent Issues

- If you have an urgent question related to using the room, please contact Erin McCarty-ICF in the chat
 - o You can direct chat with other participants by clicking their name and selecting “Start Private Chat”
- If you are unable to use the chat feature, please contact Erin McCarty via email at erin.mccarty@icf.com. Please note, responses may be delayed due to supporting event conduct .

Contact Information

For questions please contact one of the following individuals:

Darren Bates
FEMA REP HQ
Kerris.bates@fema.dhs.gov

Erin McCarty
ICF
Erin.McCarty@icf.com