

## Remote Meeting

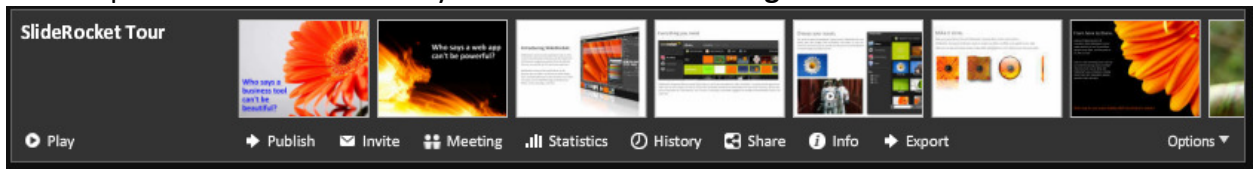
SlideRocket Remote Meetings allow users to share a presentation with an audience. The attendees will see the slides advance as the leader moves forward in the presentation. The remote meetings cache presentations both locally on the leader's computer and on the attendees' computers. This allows the animations — SWFs, video and transition — to appear in real time.

### Publish Settings that Effect Remote Meeting

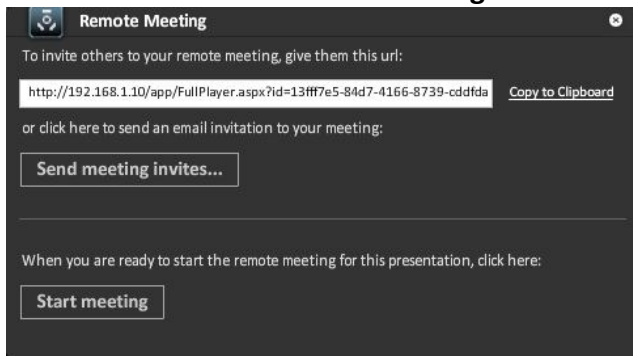
The presentation does not have to be published prior to being hosted in a Remote Meeting. The settings under **Publish** that a user can set prior to a Remote Meeting are: Require password to view, Hide SlideRocket branding, allow viewers to print this presentation, allow viewers to share/embed this presentation and allow full-screen playback.

### Hosting a Remote Meeting

1. Select a presentation in the library and click on the **Meeting** button

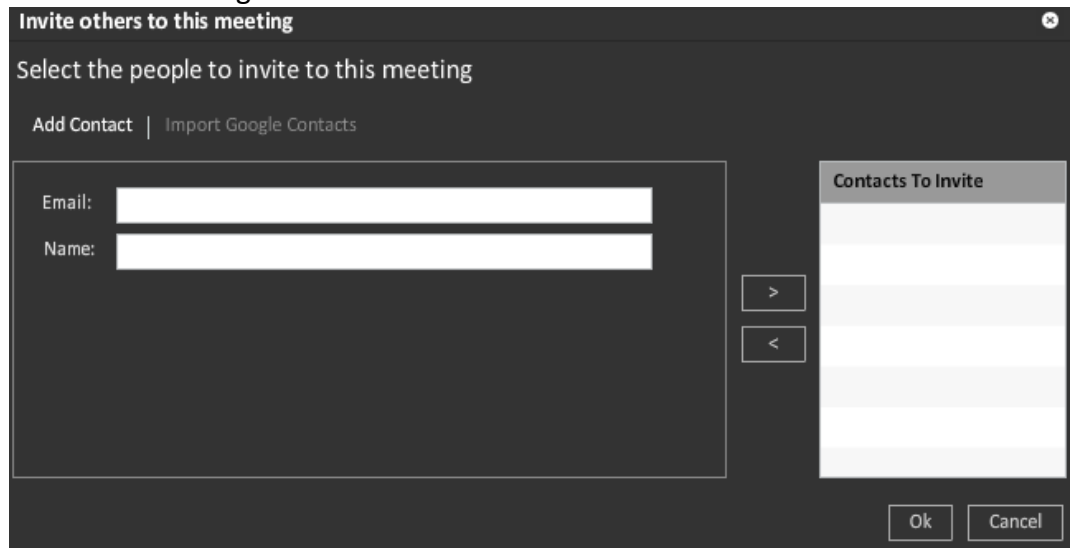




2. **Invite** others to the **Remote Meeting**



- a. **Copy to Clipboard:** Copies the attendee's invitation link to be pasted into an email, instant message or other location

- b. **Send meeting invites...**: Sends an email invitation to attendee that includes a link to the meeting



- i. **Email:** Enter attendee's email address
- ii. **Name:** Enter attendee's name
- iii. : Adds attendee to **Contacts To Invite**
- iv. : Removes attendee to **Contacts To Invite**
- v. **Import Google Contacts:** Imports address book from Google Gmail
- vi. **Ok:** Sends meeting invite

**ADVANCED NOTE:** The meeting link is the same URL. If users accidentally log out of the meeting, they can refresh the page or reopen the invite link and return to the meeting. This also means two users cannot host a meeting with the same presentation at the same time. To ensure no one can see the meeting information outside of the meeting, always click **End Meeting** when meeting is finished.

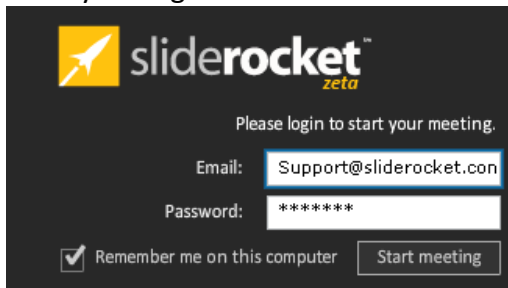
## Running a Remote Meeting

To start the meeting:

1. Click **Meeting**
2. Click **Start meeting**

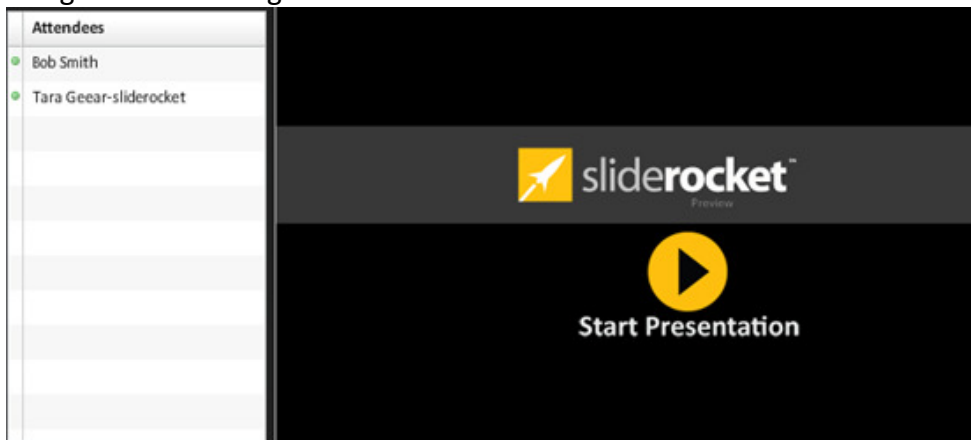




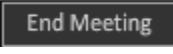



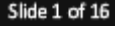



3. Enter your login information and click on **Join Meeting**




The image shows a login form for Sliderocket. At the top left is the Sliderocket logo, which consists of a yellow square with a white rocket icon and the text "sliderocket" in white, with "zeta" in smaller yellow text below it. To the right of the logo, the text "Please login to start your meeting." is displayed. Below this, there are two input fields: "Email:" with the value "Support@sliderocket.com" and "Password:" with the value "\*\*\*\*\*". At the bottom left, there is a checked checkbox labeled "Remember me on this computer". At the bottom right, there is a button labeled "Start meeting".

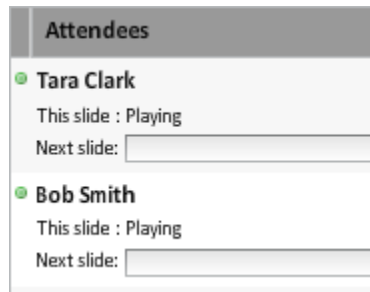
4. Navigate the meeting features



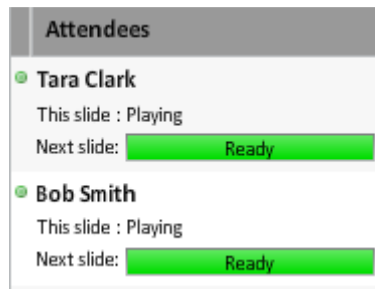
- a. When attendees login to the meeting, their name will appear in the attendees list. Users who are actively logged in will show a green dot by their name. Users who are no longer in the meeting will show a red dot.
- b.  Select play button to start the presentation for attendees
- c.  Collapses the attendee list
- d.  Makes the leader and attendee link inactive until the next meeting is started
- e.  Returns presentation to the beginning
- f.  Advances to next slide
- g.  Returns to previous slide
- h.  Allows the viewer to jump forward or backward to a specific slide in the presentation
- i.  Adjusts audio
- j.  Opens window to email a link to the presentation, embed the presentation or send a link to Twitter. If the presentation is not published, this link will not be active. Sharing can be turned off in the **Publish** settings
- k.  Allows presentation to be printed. Printing can be turned off in the **Publish** settings

- I.  Expands presentation to full screen for the viewer. This will not effect the other viewers
5. Once the meeting is started, the **Attendee** list will show which slide is playing. When the next slide is cached, the **Next slide** bar will change from blank to ready. For best results, wait until the slide is cached before advancing to the next slide. If the jump feature is used, the slide will not be cached and may take a moment to load.

**Loading:**



**Cached:**




6. When the meeting is over, click **End Meeting** to ensure the links to the presentation are no longer available

## Attending a Remote Meeting

Attendees can be invited to a meeting by using the **Invite** tool or emailing a link to the presentation. Once the link has been clicked on, the attendee will be prompted to enter their name and **Join Meeting**.

A screenshot of a dark-themed web interface for SlideRocket beta. At the top, the SlideRocket logo is displayed in white and yellow. Below the logo, a message reads: "Please enter the following information and click the Join Meeting button." Underneath this message, there is a text input field with the label "Please enter your name:" to its left. To the right of the input field is a button labeled "Join Meeting".

Once in the meeting, the attendee watches the slides as the leader advances them. If the leader jumps to another location in the presentation instead of moving sequentially, the attendee will only see the slides advance. The attendee may have the option to watch the presentation on full screen. 

## Best Practices for Remote Meeting Features

### Auto Advancing Slides

Slides set to auto advance will maintain this setting in the Remote Meeting.

### Audio

Audio added to a presentation will remain in the Remote Meeting.

### Remote Meeting Link

The link for a presentation's Remote Meeting will always be the same. A consequence of this is that two people cannot host the same meeting at the same time. An easy solution is to right-click on the presentation and make a copy, then host the meeting with the new copy.

### Video

SlideRocket currently supports FLV video playback. The video can be in HD or traditional format as long as it is an FLV format. It is important to note that the default SlideRocket canvas is 800x600. This can be adjusted in the Sliderocket Editor.