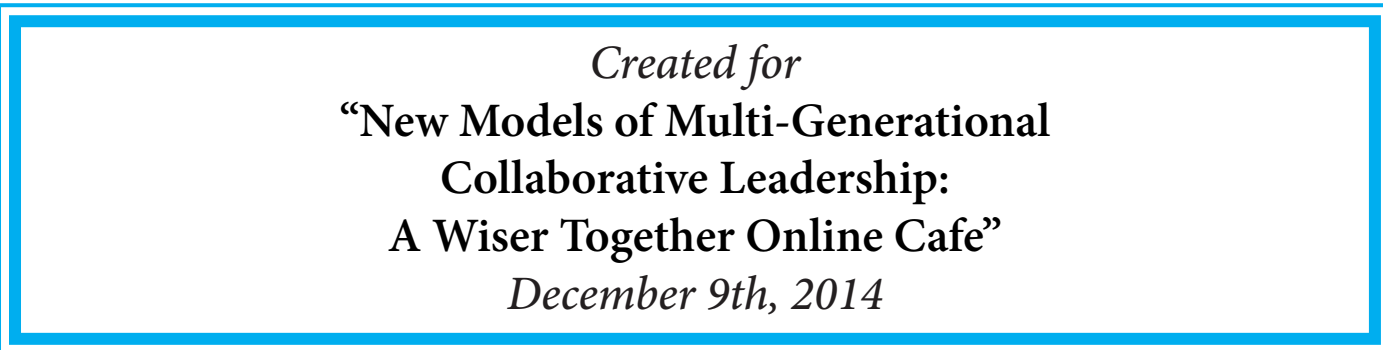




Easy Peasy
Tech Tips & Tricks
for
Stress-free Online World Cafes



Created for
**“New Models of Multi-Generational
Collaborative Leadership:
A Wiser Together Online Cafe”**
December 9th, 2014



MaestroConference is the PRIMARY ENVIRONMENT for all online World Cafés.

MaestroConference & a little imagination is all you really need.

Really.

MaestroConference

What is it & How Does it Help?

MaestroConference is telephone-based conference call technology.

It provides an audio connection and lets the Café host create small group breakouts for table conversation.



Easy Peasy Access:

The first thing you do - call in to the phone number & personalized PIN you got when you registered (you'll hear music if we haven't yet started).



(you'll also get reminder emails with your numbers - check your spam folder if you don't see them)

MaestroConference

Tips & Tricks

TRICK

Take it slow & easy ... If you have trouble getting in, try again. If you drop off the call at any time, just call back in.

Need Help? www.maestroconference.com/gettingin

TIP

Use a land-line for best sound quality
& charge your phone ahead of time.



TIP

If you're calling from outside the US, use a pre-paid Skype plan:

www.skype.com

(needs advance set-up & costs approx \$3US for a 2.5 hour call)



TIP

If you have a headset, use it!



SECONDARY ENVIRONMENT

Enhance your overall online Café experience with GoToMeeting (on your computer)



TRICK

When using a computer, start your Online World Café with a clean slate: close any programs you don't need. (& it never hurts to re-boot)

GoToMeeting

What is it & How Does it Help?

GoToMeeting is web-based video technology that enhances your online Café experience in three ways:

- 1) it allows you to see your hosts on video
- 2) you can use it to send & receive text messages
- 3) you'll be able to see the special graphic "harvest" in real-time.

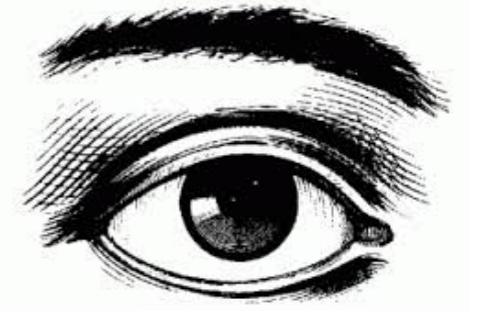
Easy Peasy Access:

After you have called in and established your audio connection, open a browser window on your computer & click this link:

<https://www4.gotomeeting.com/join/551809375>

TIP

Come in early to give yourself plenty of time to set up & get comfortable with the technology.



GoToMeeting

TIP

GoToMeeting is software downloaded to your computer, so if it's the first time you've used it, you will be asked to "accept" the download.

Here's the Go To Meeting "Control Panel" that will open on your desktop (check out the details at the bottom for how to send & read text messages).

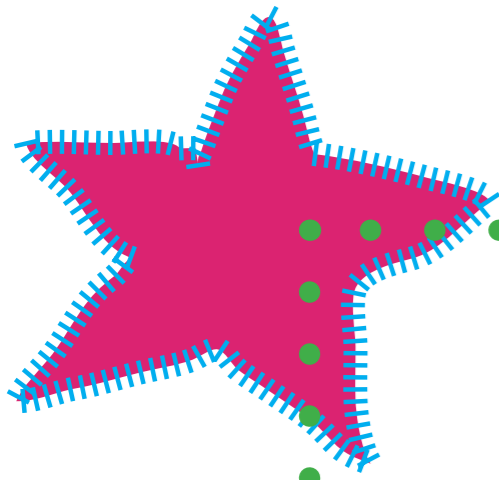
The screenshot shows the GoToMeeting Control Panel window. It includes a menu bar (File, Options, View, Help) and several sections: Screen Sharing (Stopped), Attendee List (3 | Max 26), Audio (Telephone, Mic & Speakers), Webcam (Share My Webcam), and Chat. Annotations include: a red arrow pointing to the minimize button with the text "Clicking here will minimize the control panel so that you only see this narrow strip."; a red circle around the chat input field with the text "Here's where you choose who to send your message to - everyone in the group, or a specific person. Private messages to you will show up in red."; and a red arrow pointing to the Send button with the text "Click here to publish your message".

Clicking here will minimize the control panel so that you only see this narrow strip.

This is the Chat area, where you can see written text messages

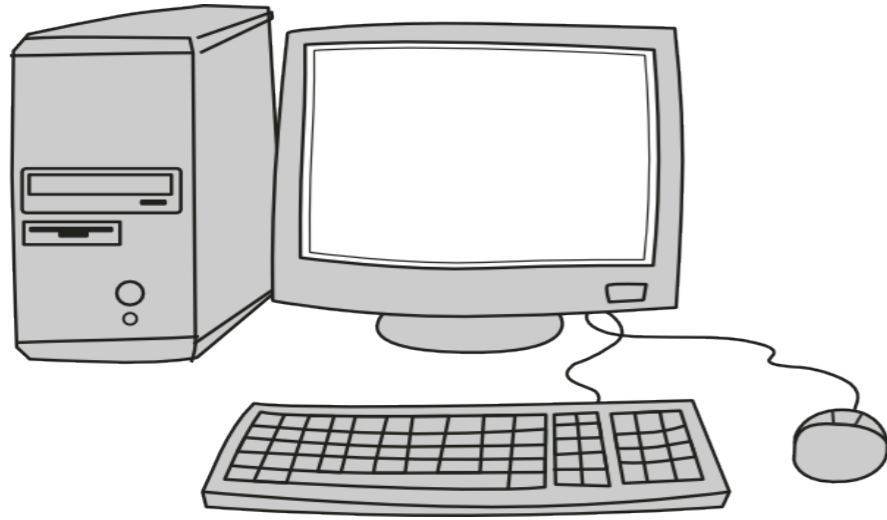
Here's where you choose who to send your message to - everyone in the group, or a specific person. Private messages to you will show up in red.

Click here to publish your message



ANOTHER SECONDARY ENVIRONMENT

SOCIAL WEBINAR - TO ENHANCE THE EXPERIENCE AT YOUR SMALL GROUP TABLE



TRICK

You can use both Social Webinar and GoToMeeting, because you use them at different times!

Social Webinar

What is it & How Does it Help?

Social Webinar is a special feature from MaestroConference that will show a graphic of everyone in your small group table (& their profiles if they have been filled out).

Also: it will show written messages from your hosts & let you send them any questions.



Easy Peasy Access:

After you have called in and have audio connection, open a browser window, & click on the personalized link in your MaestroConference reminder email.

... if you call in a little earlier & take the time to fill out your profile, your table mates will see whatever information you'd like to share about yourself.

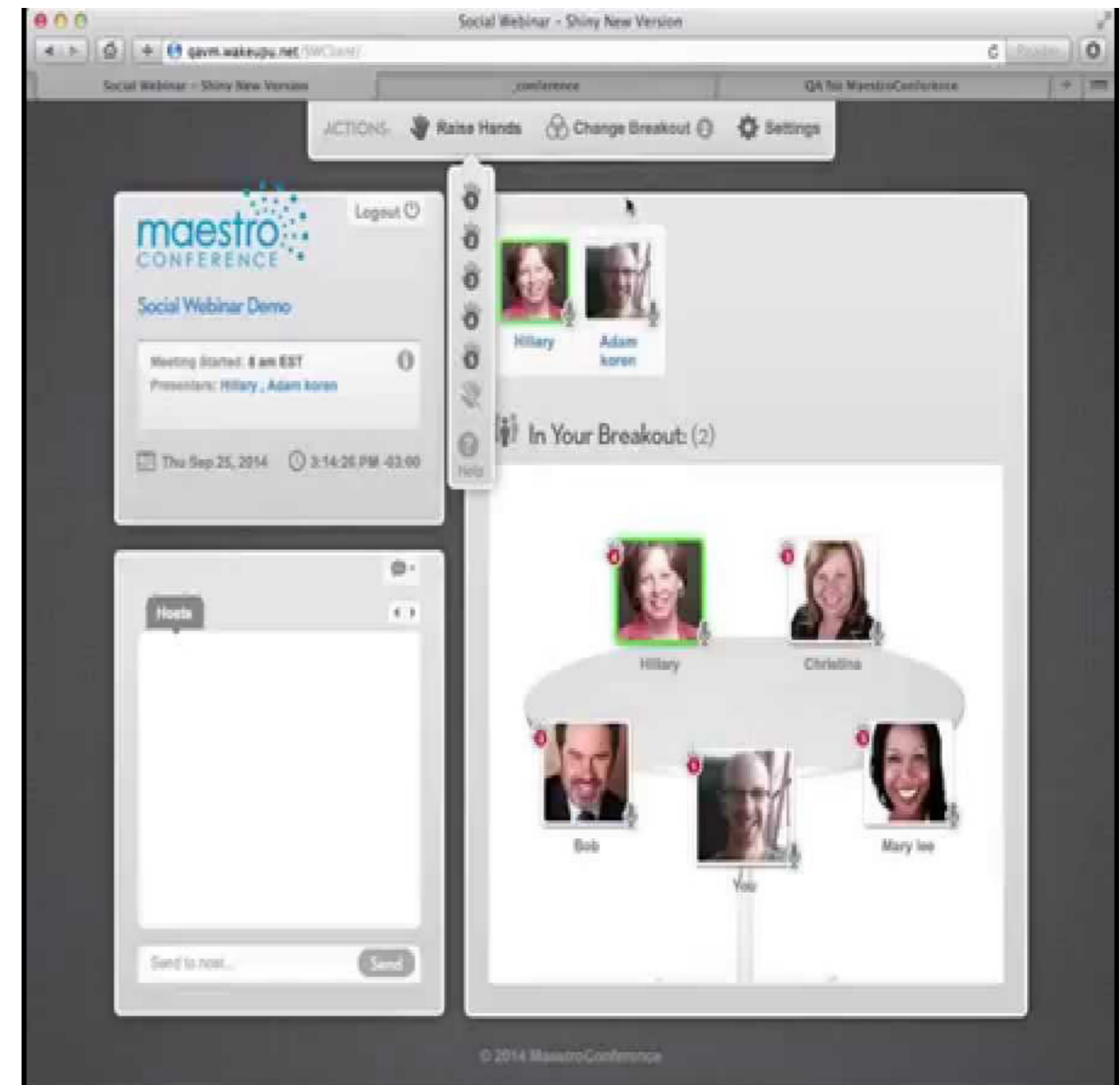
TIP

If you're a FaceBook user, log in through FaceBook & it will automatically fill out your profile.

What Does Social Webinar Look Like?

TIP

If you are still seeing the images from your last group when you move to a new one, refresh your page.



Social Webinar



EXTRA SUPPLEMENT

Google Doc - for those who love it & are familiar with using it.

The rest of you - don't worry about it.

Trick

A Google Doc works like a Word document (w/ a few "extra features"), but any number of people can edit at the same time...

Google Doc

What is it & How does it Help?

A web page for shared note-taking. You can use it to take notes in your small group tables and doodle on it like you would a written version of the "tablecloth" in a face-to-face World Café.

Easy Peasy Access:

In a new browser window, click this link:

<http://tinyurl.com/WTgoogle-doc>

TIP

If you like, you can drag images directly into a Google Doc from your computer.

TIP

Have Fun!!!

amy@wedialogue.com

www.wedialogue.com

www.theworldcafe.com

the
WorldCafeTM 