



Presenting a Webinar on HSIN Connect

Annex to “Using HSIN Connect:
A Primer for Citizen Corps”



FEMA



Overview

- **This guide serves to instruct users on how to present a webinar using the HSIN Connect system**
- **If you are unfamiliar with the HSIN Connect system, please refer to “Using HSIN Connect: A Primer for Citizen Corps.”**
- **The information in this guide assumes that you have successfully logged into the HSIN Connect system**





How HSIN Connect Works

- **Every meeting with HSIN Connect must have a host.**
 - Hosts are responsible for starting and running the meeting.
 - Hosts have the capability of allowing users/guests to be presenters. A host must elevate you to presenter status in order for you to present at a webinar
 - The host must be in the meeting during the conference
- **The host must have a HSIN login and password**
- **Hosts have complete control over the meeting and are the only ones who can move and position windows, load files, and end the webinar.**





Hierarchy of HSIN Connect Users

- **Host** – the meeting “administrator and facilitator”
 - Must have HSIN login
- **Presenter** – can see what the host sees and change slides
 - Does not need to ask permission to speak
 - Must join as guest and have status elevated by meeting host
- **Guest** – meeting participant who can view the meeting and make settings changes that only affect them
 - Must ask permission to speak





Responsibilities as a Presenter, Part 1

- **If you are presenting at a webinar, you must contact the meeting host at least 24 hours before the meeting begins**
 - This allows the host enough time to ensure you can log into HSIN Connect
 - Once you log in, the host will then “elevate” your privileges and make you a presenter





Responsibilities as a Presenter, Part 2

- **You must email the meeting host your PowerPoint slides and any other media you intend on using (videos, sound, etc.)**
 - The host will then upload these to the HSIN Connect servers for users to access and download

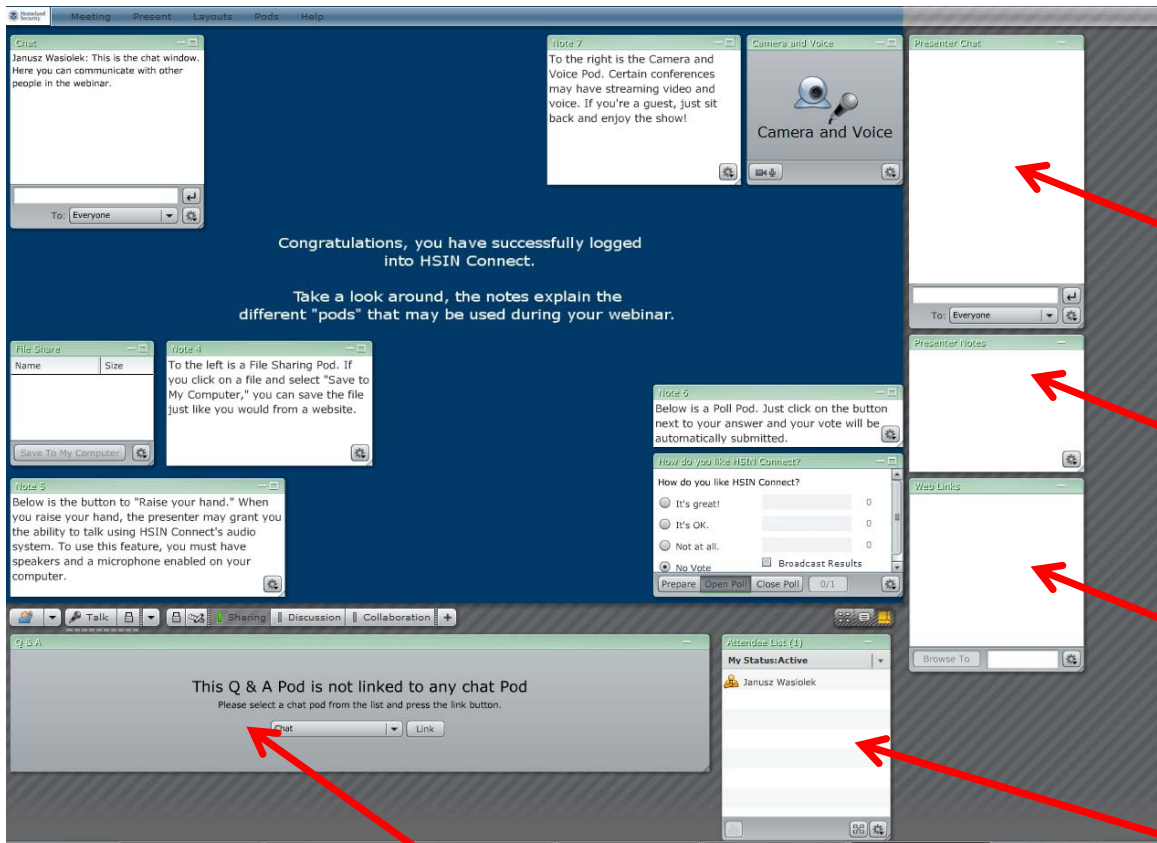


What can you do as a presenter?

- **Presenters can:**
 - **Speak using HSIN Connect’s Voice Over IP (VOIP) system without “raising their hand”**
 - Voice Over IP is a standard term for using the internet to transmit voice communication. Common VOIP systems include Skype, Vonage, and many others. HSIN Connect integrates VOIP with visual/webinar elements
 - **Change slides**
 - **See all Pods that may normally be hidden from view (see following slide)**
- **Note: If you are made a presenter, you may also be prompted to install an Adobe Connect add-in (see later slides)**



This is what you can see as a presenter



Presenter chat

Presenter notes

Web links

Participant List

Questions and Answers Pod





Meeting Present Layouts Pods Help

Chat
Janusz Wasiolek: This is the chat window. Here you can communicate with other people in the webinar.

To: [Everyone]

Congratulations, you have successfully logged into Hsin Connect.

Take a look around, the notes explain the different "pods" that may be used during your webinar.

File Share

Name	Size
------	------

Save To My Computer

Note 4
To the left is a File Sharing Pod. If you click on a file and select "Save to My Computer," you can save the file just like you would from a website.

Note 5
Below is the button to "Raise your hand." When you raise your hand, the presenter may grant you the ability to talk using Hsin Connect's audio system. To use this feature, you must have speakers and a microphone enabled on your computer.

Camera and Voice
To the right is the Camera and Voice Pod. Certain conferences may have streaming video and voice. If you're a guest, just sit back and enjoy the show!

Presenter List

Presenter Votes

Note 6
Below is a Poll Pod. Just click on the button next to your answer and your vote will be automatically submitted.

How do you like Hsin Connect?

It's great! 0

It's OK. 0

Not at all. 0

No Vote

Broadcast Results

Prepare Open Poll Close Poll 0/1

Web Links

Q & A
This Q & A Pod is not linked to any chat Pod
Please select a chat pod from the list and press the link button.

Chat Link

Attendee List (1)
My Status: Active
Janusz Wasiolek

Any Pod outside of this window can only be seen by hosts and presenters





Presenting a PowerPoint

- Once you have logged in and the host has elevated your status to “Presenter,” the host will load (share) your PowerPoint presentation
- You will have the ability to change slides using buttons at the bottom of the screen





Private Sector Clearance Policy and Processing | Acrobat Connect Professional

Meeting Present Layouts Pods Help

Camera and Voice

HSIN Connect - Quick Primer v L.ppt

Partnership Programs and Information Sharing Branch
Partnership Outreach Division
Infrastructure Protection
National Protection Programs Directorate
U.S. Department of Homeland Security

HSIN Connect Quick Primer



HSIN Connect
Homeland Security Information Network

Homeland Security

U.S. DEPARTMENT OF HOMELAND SECURITY

These arrows allow you to change slides

Share Stop Sharing Full screen Sync

Sharing Discussion Collaboration





Using HSIN Connect's VOIP System

- **HSIN Connect has a built-in VOIP system.**
 - VOIP, or Voice-Over-IP is a means of transmitting sound or voice through the internet
- **HSIN Connect allows a presenter to talk to an audience without having to use a separate teleconference.**
- **For the VOIP system to work, the presenter must have speakers and a microphone attached to their computer.**
- **If you intend on using the VOIP system, you must contact the meeting host 24 hours in advance and inform them you will be using the VOIP system.**





How to Set up HSIN Connect's VOIP

- **Ensure your microphone is enabled and functional. If you are unsure of how to set up your microphone, please contact your agency's or organization's IT department.**
- **You may be prompted to install an "Acrobat Connect Add-in" (see following slides). Please agree to install the add-in/plugin.**





Test Meeting - Microsoft Internet Explorer provided by General Dynamics - AIS

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Links General Dynamics INSight Google

Address <https://connect.hsin.gov/testmeeting/?launcher=false> Go

Meeting Present Layouts Pods Help

Camera and Voice Share

Attendee List (1) My Status Tim Barr

Chat

To: Everyone

Note

What do you want to share?

My Computer Screen... Documents Whiteboards

Share Full screen

Sharing Discussion Collaboration

Done Internet

Install the Acrobat Connect Add-In to share your screen with other users, upload files and experience enhanced VoIP. Install Cancel





The screenshot shows a Microsoft Internet Explorer browser window titled "Test Meeting - Microsoft Internet Explorer provided by General Dynamics - AIS". The address bar shows the URL "https://connect.hsin.gov/testmeeting/?launcher=false". The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar, and a toolbar with various icons. The main content area displays a meeting interface with a "Share" window open. The "Share" window has a title bar "Share" and a close button. It contains a "Camera and Voice" section with a camera icon and a microphone icon, and a "What do you want to share?" section with three buttons: "My Computer Screen...", "Documents", and "Whiteboards". A yellow pop-up notification is overlaid on the right side of the "Share" window. The notification text reads: "Install the Acrobat Connect Add-In to share your screen with other users, upload files and experience enhanced VoIP." Below the text are two buttons: "Install" and "Cancel". The "Install" button is circled in red. A red line connects the "Install" button to a text box on the left.

File Edit View Favorites Tools Help

Back Search Favorites Links General Dynamics INSight Google

Address <https://connect.hsin.gov/testmeeting/?launcher=false> Go

Meeting Present Layouts Pods Help

Camera and Voice Share

Install the Acrobat Connect Add-In to share your screen with other users, upload files and experience enhanced VoIP. **Install** Cancel

Once the pop-up screen appears, click on the Install link.

What do you want to share?

My Computer Screen... Documents Whiteboards

Share Full screen

Done Internet





https://connect.hsin.gov - Test Meeting - Microsoft Internet Explorer provided by General Dynamics - AIS

Meeting Present Layouts Pods Help

Camera and Voice Share

Attendee List (1) My Status

To: Everyone

Note

Share Full screen

Sharing Discussion Collaboration

Done Internet

A second pop-up screen will appear.

Click on the "Yes" button.

Adobe Acrobat Connect Add-in

To use this application, you need the Adobe Acrobat Connect Add-in. Would you like to install it now?

Yes No





Audio Setup Wizard

- Once you log into HSIN Connect, are given permission to be a presenter, and have installed the add-in, you will need to run the “Audio Setup Wizard” (see following slide)
- Go through the wizard to ensure your audio is working





Meeting Present Help

- Manage Access & Entry
- Record Meeting...
- Manage Meeting Information
- Room Performance & Appearance
- Manage My Settings**
 - My Connection Speed
 - Audio Setup Wizard...**
 - Select Camera...
 - Full Screen
- End Meeting...
- Exit Connect Pro

Chat

Janusz W
you can c
webinar.

To: Everyone

Note 7
To the
Certain
video
back a

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File Share	
Name	Size





Using Push-to-talk and Hands-Free Options

- You may notice two small buttons at the bottom of your screen (see following two slides)
- These buttons allow you to use the VOIP system either by pressing and holding the button (push to talk) or as if you were using a standard microphone (hands-free)
 - It is recommended you use the hands-free button when giving a presentation
 - When you are finished with your presentation, click on the hands-free button again to turn off your microphone





Meeting Present Layouts Pods Help

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Camera and Voice
Camera and Voice

Presenter Chat

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Save To My Computer

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How do you like HSIN Connect?

How do you like HSIN Connect?

- It's great! 0
- It's OK. 0
- Not at all. 0
- No Vote

Broadcast Results

Prepare Open Poll Close Poll 0/1

Presenter Notes

Web Links

Q & A

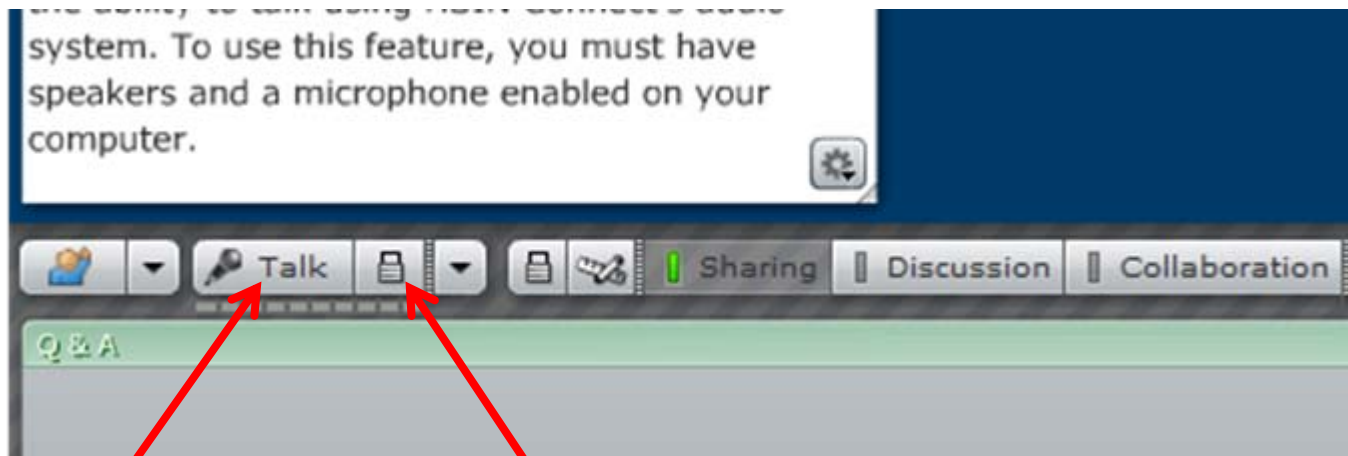
This Q & A Pod is not linked to any chat Pod
Please select a chat pod from the list and press the link button.

Chat Link

Attendee List (1)
My Status: Active
Janusz Wasiolek

Talk (circled in red)





Push-to-talk button

Hands-free button
(click this if you are doing a presentation)





Presenting the Webinar

- **Speak as if you were talking to a large audience**
- **It is recommended that you take questions and answers at the end of your presentation rather than a more discussion-based approach.**
- **The host will inform you if your audio level is too loud or too quiet**
- **If you have questions or concerns, use the “Presenter Chat” pod to contact the meeting host**





Addressing Questions and Answers

- **HSIN Connect allows for two ways that participants can ask questions**
 - Through the chat window
 - Through VOIP by “raising their hand”
- **The chat window may be used to direct questions towards the speaker directly, or to the audience, depending on how the system is set up**
 - If the questions are going to the speaker directly, the host will assist you with the Q and A system





Addressing Q and A, Part 2

- Participants may also “raise their hand.” Accepting someone’s raised hands allows them to use the VOIP system to ask you a question. You, as well as all of the audience members, will hear them speak.
 - You or the host may end their speaking privileges at any time. It is recommended this be done after the question is asked in order to minimize background noise.
- Whenever a question is asked by either voice or chat, please reiterate the question for all audience members.





Tips and Tricks for a Successful Webinar

- **Familiarize yourself with HSIN Connect ahead of time. Make sure you can log in and bring up any technical concerns early.**
- **Ensure your computer's microphone is working. It is recommended that you use a noise-canceling microphone or a headset.**
- **Make sure the meeting host has a copy of your PowerPoint presentation.**
- **When using the VOIP system, use similar protocols as if you were speaking to a crowd.**
- **Use the "Presenter chat" window to talk with the meeting host or other presenters without disrupting the rest of the meeting**

