

WUN/RGS&IBG/UCGIS SEMINARS in GISc

Notes on protocols

It is our pleasure to welcome you to the fifth series of e-seminars provided by the World Wide Universities Network's Global GISc Academy together with the Quantitative Methods and GI Science research groups from the RGS/IBG and the UCGIS. You can find out more information about past and future seminars, including the draft programme and list of dates, at www.wun.ac.uk/ggisa where there is also a document that describes how to access the Marratech™ system that we use. The system has proved fairly robust in use, but there is a fair amount that can go wrong, the more so when you are new to it.

When you join the system, please take care to ensure that you follow these pointers:

DOMESTICS & PROTOCOLS

- 1) At the initial screen, move to the WUN Auditorium;
- 2) On arrival, ensure that you MOVE TO THE WHITEBOARD by clicking the toggle icon at the extreme bottom left of your display. You should see some form of title slide for the presentation together with the main elements of the interface as described below;
- 3) If the page doesn't fit your screen, resize it using the drop down menu at the top that has some %size numbers in it, set at 'PAGE'. In fact we recommend that you always use this setting. You will see that this scales the whiteboard to your window in the interface;
- 4) Now check that the FOLLOW PAGE CHANGES button is on (active) and LEAD PAGE CHANGES is switched off. These icons are in the middle at the top and moving the mouse over them will show their function. A narrow border round the toggle switch shows that it is 'on' and the absence of a border that it is 'off'. The same thing can be done using DOCUMENT and ticking/deleting as appropriate on the drop down menu. (Emphasize the importance of this. Suggest Pause and Repeat)
- 5) Once this is done, the only control you need is the microphone, bottom right. You click on this to speak. CLICK and HOLD only when you have something to say. We will record all of the seminar for later viewing offline and for posterity. Note that use of your PC's microphone can give all sorts of problems with feedback: please use a reasonable quality headset. If your microphone is giving trouble, then please keep it switched off
- 6) Although it's nice to see people by way of their webcams, can we ask you to switch these off, as they consume a lot of bandwidth?
- 7) Similar comments apply to making your own recording of the seminar: unless you have very good reason, please don't fire up a virtual VCR recorder locally. We have already organized a recording that can be distributed via FTP later.
- 8) Please don't interrupt our speakers until they have finished. Our recommended way to ask a question as the speaker is talking is to type it into the 'PUBLIC' type-chat area at the bottom right of the interface. We can then put the questions to the speaker at the end;
- 9) Note that you can use the chat window to type in private messages to others in the room, by clicking the P on the bar by their name in the window that shows who is present.

THE INTERFACE

The interface is a fairly complex one, offering a wide range of communications routes. To follow the seminar and contribute you don't need to be familiar with all that the system offers, except perhaps the main functions which are:

- To access the **whiteboard** click the small icon at the bottom left of the screen. THIS IS SOMETIMES FORGOTTEN AND CAN LEAD TO PANIC. A series of icons on menu strips provide a variety of tools for adding materials to this shared space and for saving the results;
- To speak using the **voice over IP** facility, click on the 'microphone' button on the interface to make it live (and Webcam if you want or need to be seen as well). These controls are on the right hand side and there is a volume slider. Check this works by watching the small 'volume thermometer' on the right hand side of the icon oscillate. You can switch the microphone on permanently using 'CTRL-click', but for the intended seminar environment this is to be avoided. Only switch on when you wish to speak. We assume that you will have something sensible to say;
- To **chat** using the instant messaging facility, simply type into the space provided. Similar comments apply!
- The **participants** window is useful for getting an overview of who is online. Participants not sending video are represented by name only and those sending video have a thumbnail image. Note that the name of the participant turns red when they are sending audio (or blue when sending 'private audio');
- Finally, the **video** window will show the presenter, but it can be set so that it automatically 'follows' who is speaking. You can also switch who is seen in the large video window by clicking on the thumbnail of another participant who has a webcam.
- There is in-built help in the client accessed from the top menu bar. For those who want to know more, there is an excellent web manual at www.marratech.com/userman/client/index2.html

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