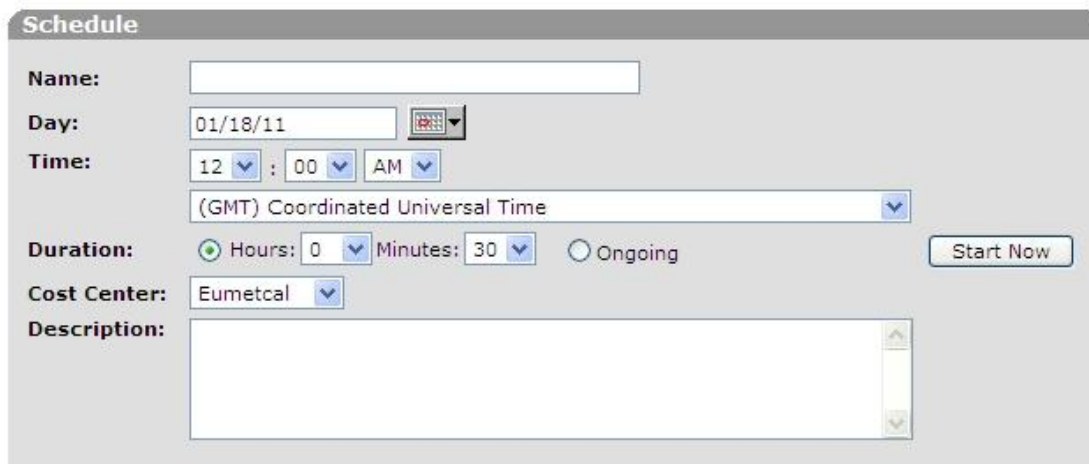


Instruction on how to schedule an e-meeting in Centra

Scheduling a meeting

This document contains some basic information about the best practices used in creating online events in the web conferencing system Centra provided by Saba.

1. Start by visiting the Centra server at <http://eumetcal.centra.com>
2. Click the link Log In in the left hand panel and insert your Login and Password you have received from the system administrator (lisa.haga@fmi.fi)



The screenshot shows a 'Schedule' form with the following fields and options:

- Name:** A text input field.
- Day:** A date picker showing '01/18/11'.
- Time:** A time picker showing '12:00 AM' and a dropdown menu set to '(GMT) Coordinated Universal Time'.
- Duration:** Radio buttons for 'Hours: 0' and 'Minutes: 30', and an 'Ongoing' option. A 'Start Now' button is located to the right.
- Cost Center:** A dropdown menu showing 'Eumetcal'.
- Description:** A large text area for entering a description.

Figure 1. Schedule panel of “create a meeting” form in Centra

3. Click on “create meeting” in the left hand panel in the section My Schedule: you will be redirected to the form you need to fill to create a meeting.
 - 3.1. Section **SCHEDULE** (fig. 1)
 - Insert the NAME of the event; **chose a name that can be easily identified by your users**, as the list of events displayed to the users might be long
 - Insert DATE and TIME of the event. **Check it twice and keep in mind the 12 PM correspond to the European noon** (12 AM midnight).
 - Define the DURATION of the event. This is only an **indication** of the duration of the event and does not mean you cannot use the virtual room beyond this time.
 - Select as COST CENTER the organization within which the event is being organized. **This is only for administration purposes.**
 - Write a short DESCRIPTION (**this is optional**). The description will be visualized to user when they click on the event in the Centra front page.
 - 3.2. Section **SEAT AVAILABILITY** (FIG.2)

- Select the number of connection you estimate will join your meeting. This is a **HARD limit**, which means that additional connections to the number defined here will be rejected!



Figure 2. Seat availability panel of “create a meeting” form in Centra

3.3. Section **MEETING OPTIONS** (fig. 3)

- Select the **first two options** “Public event” and “Record meeting” and the **last two** “Allow users to attend ...” and “Allow users to export ...”
- You can select Live video if you think you will need to show video with webcam during the meeting.
- Insert the **Meeting Password. This is very important since the event is public**; by protecting the event behind a password you avoid unwanted users access the event.



Figure 3. Meeting Options panel of “create a meeting” form in Centra

3.4. Section **Audio Options** (fig. 4)

- **Select the option Voice Over Internet (VOIP)**
- **Audio Codec (van be modified also during the meeting by moderators)**
 - o the option 13KB/second gives the best quality but you have to keep in mind that the correspondent recording will be also very large (~80 Mb for one hour meeting) and **it is not good for users with slow connections**. We suggest you select this option when you are sure the meeting participants have fast and reliable connections
 - o the option 3KB/second is the best alternative to 13KB/sec because it ensures a good quality of the sound, relatively small size of recordings

(20MB/hour) and allow a good sound also to those having slow connections. We suggest to keep this as default value.



Figure 4. Audio Options panel of “create a meeting” form in Centra

3.5. Section **Email Invitation** (fig. 5)

- Modify the subject (optional). This is the subject of the invitation email the users invited by you (following section) will receive. The body of the invitation letter will already contain all the information you have specified in section Schedule (automatically generated).
- (Optional) You can also add some text which will be added in the before the automatic text.

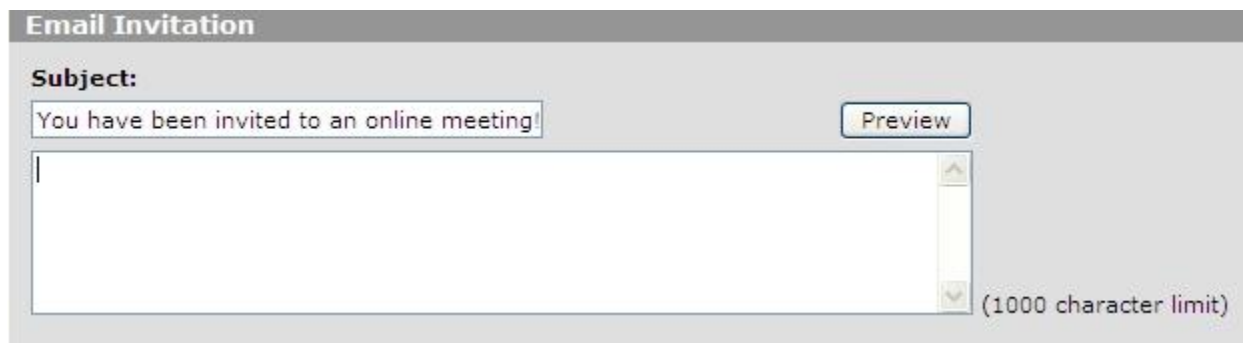


Figure 5. Subject panel of “create a meeting” form in Centra

3.6. Section Attendees (fig. 6)

- The users whose email address is inserted here will receive the Invitation Email from the Centra server. **However you do not need to insert the email address of all the users supposed to attend the meeting.** We suggest you insert only the email of the users who will have a special role in the meeting, e.g., lecturers, facilitators and chairs of the meeting. You will notify the other users with a short email (instructions later).
- **Edit Attendees.** In order to promote one or more of the users you have added in point 3.6 to co-presenter status, i.e. they can browse the content of the agenda in during the online meeting, you need to click on EDIT ATTENDEES. Scroll the new

page and click on “CURRENT ATTENDEES”. **Select the users you want to upgrade and click “Set to Co-Presenter”**



Attendees

Enter Email Addresses (e.g. jsmith@saba.com)
Selected names will be sent email invitations.

1 vesa.nietosvaara@fmi.fi

2

3

4

Edit Attendees (Optional)
Save this event and open the attendee list. Use this to invite registered users, change roles, or remove attendees.

Figure 6. Attendees panel of “create a meeting” form in Centra

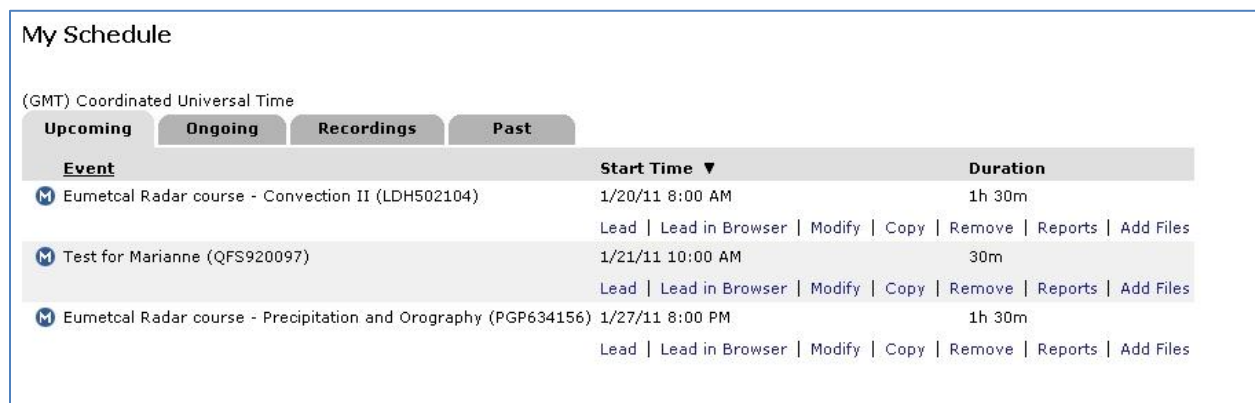
3.7. Click on DONE and ... you're done

3.8. **INVITING OTHER USERS.** After the meeting has been created send an email to the other users where you specify the following :

- Go to the Centra start page <http://eumetcal.centra.com>
- Perform the system check by clicking the link “System Check” in the upper banner
- Look for the meeting and click the “Attend” link next to it
- Insert the meeting password you will provide them

Importing a PPT content into the meeting Agenda

When you want to insert some PPT/PPTX slides into the meeting agenda, you need first to visualize the list of the meetings you have scheduled: click on My Schedule in the left hand panel (fig. 7).



My Schedule

(GMT) Coordinated Universal Time

Upcoming | Ongoing | Recordings | Past




Event	Start Time ▼	Duration
 Eumetcal Radar course - Convection II (LDH502104)	1/20/11 8:00 AM	1h 30m
	Lead Lead in Browser Modify Copy Remove Reports Add Files	
 Test for Marianne (QFS920097)	1/21/11 10:00 AM	30m
	Lead Lead in Browser Modify Copy Remove Reports Add Files	
 Eumetcal Radar course - Precipitation and Orography (PGP634156)	1/27/11 8:00 PM	1h 30m
	Lead Lead in Browser Modify Copy Remove Reports Add Files	

Figure 7. List of scheduled events in My Schedule view.

- Click the link “Lead” next to the event in question: the Centra client will start and the virtual room of the selected meeting will open
- Click on “Import” in the Agenda panel on your left (fig. 8)
- Select from your computer the PPT file you need to upload and press open
- The dialog window containing the image format options will appear (fig. 9). **It is suggested to select then FORMAT JPG and size “Standard 800x600”**
- Click “OK”. The MSPowerPoint will be open and the Agenda loaded with the still images of your PPT presentation.
- After that **browse the content of the Agenda** to make sure it reflects the content you were expecting



Figure 8. Import link in the meeting virtual room

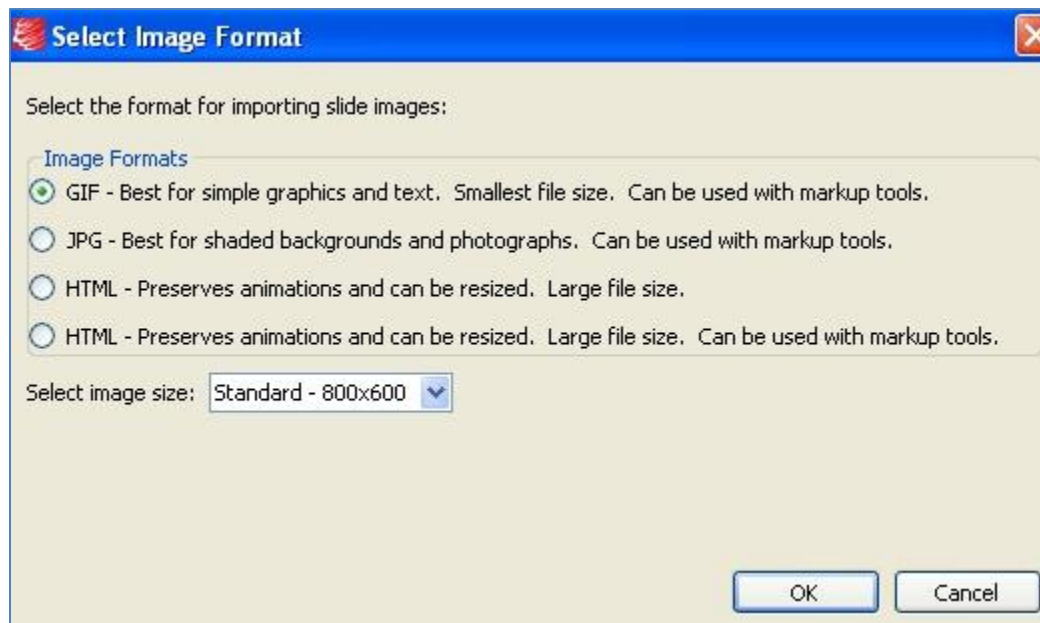


Figure 9. "Select image format" dialog window when importing PPT files into the meeting Agenda