



GENESYS CONFERENCING

Genesys Meeting Center Tips

Audio Conferencing Tips

- When speaking, talk directly into either a headset or telephone receiver for optimal clarity.
- Mute all participants in non-collaborative meetings to minimize background noise.

Audio/Web Conferencing Tips

- Prepare in advance. To avoid meeting delays, take time to create and upload any resources you'll need for your meetings, such as presentations, surveys or quizzes.
- Enter the meeting early to ensure participants can access your meeting at the scheduled start time. Give yourself a few minutes to open the meeting room and make sure all necessary system components are loaded.
- Specify the time zone in meeting invites to avoid meeting delays and confusion.
- Be conscious of participant connection speeds, as they may vary. Allow time for transition between slides.
- For optimal application sharing performance, keep the number of open windows to a minimum.
- Consider the screen resolution of your audience. Check the appropriate screen resolution when uploading your presentation, and adjust your monitor display if necessary when application sharing.
- Use annotation tools and include voting and quizzes to promote interactivity.
- To help participants better understand and recall content, limit presentation materials to 6-7 lines per slide. Use larger-sized fonts for legibility.
- All participants should perform a browser test (included in the meeting invitation) to ensure there are no firewall issues before the conference.