**ACT Alliance Electronic Assembly 2017 – Member Conversations**

The Governing Board recognises that for the items brought forward, an electronic vote alone might not be sufficient. Therefore, an opportunity for “member conversations” will take place in mid-April. We hope that these opportunities for on-line exchanges will enable the members to dialogue and reflect together on the proposals. The conversations are scheduled to take place at the following times, you are free to choose the one most convenient for you:

* April 18th – 8.00-10.00  CET
* April 19th – 15.00-17.00 CET
* April 20th – 18.00-20.00 CET

**Link to Member Conversations:**

The member conversations will take place via Adobe Connect, an on-line meeting tool. Below you will find more detailed instructions of how to join. The session will be open for 1 hour prior to the start to enable you to join and test audio equipment etc., before starting. We encourage you to join at least 30 minutes prior to the start, particularly if you have not used Adobe Connect before.

<https://actlearn.adobeconnect.com/actmemberconversations/>

**Registering your participation in a member conversation:**

Please register your intention (and language preference) to join one of the member conversations by emailing Ms Penny Blachut (penny.blachut@actalliance.org). You can choose to participate at the time most suitable for you. The member conversations will take place in English, but break-out groups will be available in all three languages (English, French and Spanish).

**Registering Questions:**

If you are unable to join the member conversation but would like to register a question to be discussed, please email it to Ms Penny Blachut (penny.blachut@actalliance.org).

**Detailed Instructions for joining Adobe Connect Sessions:**

1. Copy the following link <https://actlearn.adobeconnect.com/actmemberconversations/>

and paste it into your web-browser on your local desktop (ie not in citrix). Internet Explorer works better than FireFox.

1. Select “Enter as a guest”
2. Type your name, country and organisation in the box
3. Click “enter room”
4. Once connected, some helpful information appears in a support box. You can read this and then close the support window via “x”.
5. To enable your microphone - Click on the microphone icon and select “connect my audio”
6. It is best to mute your microphone (click again on the microphone icon) except for when you want to talk to minimize background noise.

**If you encounter problems with first time use:**

If you’ve never used Adobe Connect on-line meeting tool before you can watch the following video: <https://vimeo.com/150991682>

To ensure that you get the smoothest experience in using the platform Adobe Connect, it’s important that you run the following tests on your system:

* **Software:** The webinar will be held in an online Meetingroom using the software Adobe Connect. Confirm your hardware and software are ready for Adobe Connect 9 by running the diagnostic test at: <https://admin.acrobat.com/common/help/en/support/meeting_test.htm>
* **Hardware** Ensure that you have a computer, ***wired*** internet access and a working headset. Connect your headset to the computer before entering the meeting room.
* **Bandwidth** An internet speed of 200 kps-350 kps is sufficient. Check your available bandwidth here: [www.speedtest.net](http://www.speedtest.net/) and divide with the number of users on the same connection. Close all programs using the Internet, e.g. Outlook, Facebook, Skype, music streaming, downloads during the webinar and if possible, ask other colleagues to disconnect their computers from the Internet or at least close streaming services.