

Robert's webinar events

Updated 16 July 2014

Robert runs two different types of webinars*:

1. A "Presentation" type of webinar:
 - This is often used for the introduction and overview sessions, eg. the "*BullCharts Overview*" session.
 - These sessions are mostly a presentation, with little need for discussion and dialogue, except for questions.
 - The presenter displays a series of slides, and a real software demonstration.
 - The presenter explains the slides and software, so the participants will need to have computer speakers (or a headset) connected and turned on.
 - Neither a microphone nor web camera are required for the plain "presentation" session.
 - ~~However, Skype software and a microphone can be used to make the question/answer interaction easier.~~

2. A "Discussion" webinar:
 - This is typically the BullCharts "Remote Users" user group meeting by webinar; but is sometimes used for special "*BullCharts Overview*" sessions.
 - These sessions now use the GoToMeeting tool, and it is recommended to use a headset for better quality 2-way audio.

The webinars:

1. We now use the www.GoToMeeting.com.au service, which is free for participants, and runs in a normal web browser window (eg. Internet Explorer or Mozilla Firefox). It also downloads a small software tool to better control the 2-way audio and the video.
2. Skype software is NO LONGER used for these sessions.

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* — Webinar - a web-based seminar.

Download, Install and Use Skype

Updated 6 October 2013

If Skype is required, then this sheet will help to set it up.

1. If you don't have Skype software installed, it is fairly easy to do.
Download it from www.skype.com. Please note:
 - It is totally free to install and set up Skype.
 - You don't need to use a credit card, or commit to spending any money.
 - You can limit the amount of personal information that you provide during the installation and registration process.
 - The Skype phone call we use is the free Skype-to-Skype call.
 - The use of a headset is strongly recommended to minimise echo, background noise and interference.
2. You will need to have the Webinar Presenter listed in your Skype Contact list.
Robert's Skype name is: **RobertBrain2**
3. Once Skype is installed, and you have the presenter's name in your Contact list, it is easy to make a Skype call — simply find the person in your Skype Contacts list, then right-click on their name, and select "Call" from the drop-down menu.

Skype and headsets

Updated: 23 March 2012

The following notes might be useful to help procure a headset, and get it working, with Skype. Using a headset will help reduce echo, feedback and interference between a computer's microphone and its speakers — even on a laptop.

4. Most headsets should be able to work; but a "Skype certified" headset is one that is tested by the manufacturer, and has a greater chance of working well with Skype.
5. Reasonable headsets should cost no more than \$30 tops (suitable wireless or Bluetooth headsets might cost more if you prefer them). Available from stores like: Office works, Dick Smith, etc. Suggested brands include: Logitech, Plantronics. Also available online from the Skype shop: shop.skype.com/headsets (compare their products and prices with real shops).
6. With a regular headset (with cables), simply plug the right cable(s) into the right socket(s) on the computer. It might be a USB connection, or one cable for microphone and one for speakers.
7. If you want to try to use a Bluetooth headset, you might be able to get it to work.
Here are some tips:
 - To pair the Bluetooth device:
 - Turn the headset off.
 - On the PC, enable Bluetooth radio.
 - On the headset — hold down the power button for at least 10 seconds to turn it on and put it into "connection" mode. The indicator light will start flashing, and it will stay in this mode for about 2 minutes.
 - On the PC — in the Bluetooth connection software, enable the "search" for a new Bluetooth device. When the device is identified it will display the device name (brand / model). Follow the prompts and enter the code if prompted (default codes are either four zeroes, or the first four digits: 1234).
 - On the PC, in Skype software, you will need to tell Skype to use the Bluetooth headset and not the computer's normal speakers and microphone.
 - Skype menu: Tools > Options.
 - In Audio settings, select the Bluetooth device in each drop-down for "Microphone" and "Speakers".
 - Now do a "Echo / Sound Test" call to the Skype testing service.

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