**Can Hosts have a Face to Face session at the same time as an Online Meeting session?**

Yes Hosts can have a Face to Face session at the same time as an Online Meeting session.

Indeed some Hosts like to run their live sessions in this way to:

- blend their oncampus and offcampus cohorts;
- mix the expertise of those:
  - working while gaining a qualification; and
  - studying oncampus;
- optimise engagement by participants not able to attend the live session.

**BUT,**

To minimise the possibility of sound feedback issues, Hosts considering this method will need to:

- be well prepared;
- set protocols for engagement;
  - ensure that only one speaker is speaking at the one time;
    Hosts can activate “Enable Single speaker Mode”.

Please note that once permission has been given, the person with speaking rights:

- will have a star next to their microphone;
- still needs to connect their audio and, when it is green the microphone is ready;
- may need to “Allow” Microphone access if not already done as part of Audio setup wizard;
- will (when speaking) have curved lines to the right of the microphone:
- in the menu bar;
- in the attendee pod next to name;

- needs to release the microphone so another speaker can request speaking rights.

- or the Host can “Release Mic From Speaker”;

- who is the Host has to take turns or deactivate the “Enable Single Speaker Mode”.

ii. set appropriate protocols;
   eg. “To ask to speak to the room, please use the "Raise Hand" emoticon on the top toolbar.”
   “When your Mic is enabled you can click on the Mic icon and “Connect My Mic” and start talking, when you have finished talking, please click the Mic icon again so others can access their Mics.”

iii. appoint someone to keep:
   - an eye on the chat and alert Host;
   - in contact with the online participants.

iv. repeat questions from:
   - Face to Face participants so that virtual attendees;
   - virtual attendees so that Face to Face participants;
   do not feel left out.
• practise:
  i. using the Online Meeting tool;
  ii. with headset, free standing or lapel microphone.

• avoid using external speakers.

For more information
1. Academic staff Hosts can talk to their Educational Designer (ED) or Media Development Coordinator (MDC) to ask for assistance in:
   o setting up your Adobe Connect Room
   o practising.

2. visit:
   o Adobe Connect official YouTube channel: https://www.youtube.com/user/AdobeConnectPro
   o Learn Adobe Connect