

Live from IPY!

Connecting students and the public to the excitement of polar science in the IPY: International Polar Year 2007-2009.

Live from IPY!, developed and administered by ARCUS, is a distance-learning environment that virtually transports students and the public to unique and remote polar locations. Live from IPY!, using the webinar platform, Wimba, enables live audio web-conferencing, online presentations, polling, and private and public text chat.

The overwhelming success of the program is attributed to simple technology, the ability to be adapted to different field and classroom environments, and the opportunity for students to interact directly with the teachers and researchers. Be it a satellite phone connection or high speed internet, reporting from isolated locations like an ice field in Greenland or a penguin rookery in Antarctica, teachers and researchers have the opportunity to capture students' and the public's imagination with the excitement and adventure of science.

Each Live from IPY! event is announced in advance through various E-Mail lists and website postings. Any organization, individual, and age group can participate in Live from IPY! and follow the PolarTREC expeditions. There is no cost associated with participating in these events – participation and all materials are FREE!

Joining Live from IPY! from your school or community

Connecting your classroom, school, or other community group to researchers, teachers, and other professionals conducting exciting polar research is easy to do with Live from IPY!. Each Live from IPY! event has an audio and visual component. The following instructions will help you, or others wanting to connect to your PolarTREC expedition, prepare, set-up, and connect with the Live from IPY! real-time events.

Supplies Needed:

- Computer and high speed internet connection
 - LCD projector and screen (if screening event for a large group)
 - Phone with speaker phone capabilities (or regular phone and a microphone)
- or
- Voiceover IP (Ability to talk through your computer using computer microphone and speakers)

Step 1: Register for the Live from IPY! Event

Online registration for each event is available at:
<http://www.polartrec.com/live-from-ipy/registration>.

On the Live from IPY! Registration page, select the event you would like to register for in the pull down menu and fill in the registration webform. This information you provide is very important, because it helps us prepare for the event, gives the PolarTREC teacher and research team a sense of how many participants are on the call, and provides ARCUS with very important statistical participation data.

Step 2: Run your computer through the Wimba setup wizard

Well before the Live from IPY! event, make sure that the computer you will be using is properly configured. Go to <http://channel.horizonwimba.com> and click Run the Setup Wizard on the right side of



the screen. This wizard will set your computer up for participation and ensure that all features of the Wimba program will work on your computer.

Before you begin the Wizard:

- 1) You will need POP-UPS enabled.
- 2) Your computer will need to accept cookies.
- 3) You will not need QuickTime for the live event.

Step 3: Connect to the VISUAL part of the program by using the online platform, Wimba

- 1) Go to: <http://www.channel.horizonwimba.com/>
- 2) Select **Participant Login**
- 3) When the login screen loads, enter:
Room ID: ARCUS_Live
Name: Enter your full name.

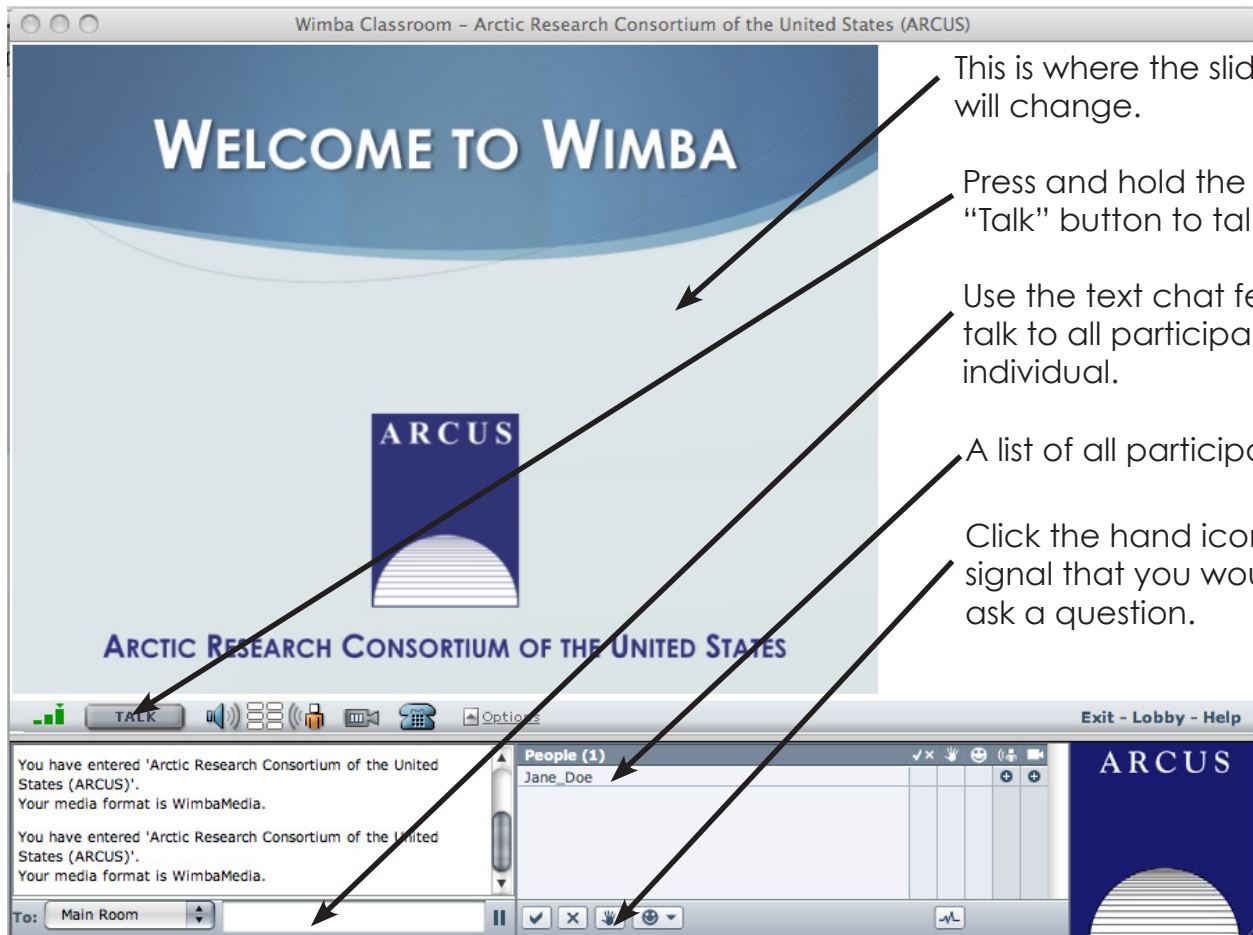
NOTE: Names are not case sensitive. Room ID is case sensitive! Make sure you have the underscore between "ARCUS" and "Live"



- 4) After the page loads, you will be in the "lobby".
Select the room: **Arctic Research Consortium of the United States (ARCUS).**

Note: It may take a few moments for the page to load. You should see a welcome slide on the main screen and your name will be listed near the bottom right of the interface.

This is the Wimba interface and some key features:



This is where the slides will change.

Press and hold the "Talk" button to talk.

Use the text chat feature to talk to all participants or an individual.

A list of all participants.

Click the hand icon to signal that you would like to ask a question.

Step 4: Connect to the AUDIO part of the program one of two ways:

1) Telephone

ARCUS uses a conference system called AccuConference.

1. At the specified time, U.S. and Canadian participants should dial: 1-800-766-1337. International participants wishing to join via phone, please see further instructions below.
2. When prompted, enter the participant code, followed by the pound (#) sign.
3. Your participant code is: 54366779#
This will connect you directly to the conference call.

Important! If you are using the phone to connect your classroom or large audience to the event, background noise can cause distractions on the conference call. You may mute your line by dialing *6. To un-mute, simply dial *6 again.

If using the telephone, you will need to mute your computer. Not doing this will result in an echoing sound and/or feedback during the conference.

2) Voiceover IP (Talking through your computer using computer microphone and speakers)

1. Voiceover IP capabilities are located within the Wimba platform.
2. Press and hold down the "talk" button in the left corner to talk. When the button is not pressed, your line will be muted to the rest of the conference.

3) Telephone for International Participants (Outside U.S. and Canada)

If you would like to connect to the live event via telephone from outside the United States or Canada, please use the following instructions:

1. At the specified time, callers should dial the toll free number listed for their country below:

Country	Number	Country	Number	Country	Number	Country	Number
Argentina	0800-666-0299	France	0800 917 564	Poland	0-0-800-112-4051	Spain	900-94-7666
Australia	1800 211 182	Hong Kong	800-967-639	Russia	8108 002 745 1012	Denmark	808 89 328
Brazil	0-800-891-7073	Singapore	800-101-2044	Indonesia	001 80 30176750	Norway	800 10041
Panama	00-800-226-6893	Taiwan	0080-11-27037	Greece	00-800-16122-056750	Italy	800 788 957
Chile	123 0020 9164	Japan	005-311-60-807	Switzerland	0800 899 943	Sweden	0207-90954
China	10800 140 1237, 10800 714 1241	New Zealand	0800 451 221	Mexico	001-800-514-6750	South Korea	0030-813-1933
Germany	0800 182 68 84	Netherlands	0800 022 8479	United Kingdom	0808 101 0913		

2. When prompted, enter the participant code, followed by the pound (#) sign.
3. Your participant code is: 54366779#. This will connect you directly to the conference call.

IMPORTANT: If your country is not on the list above, please e-mail info@polartrec.com with the phone number (including country code) that you would like to be called at on the day of event. The moderator will call and connect you to the conference.

Need help before or during the webinar?

Contact ARCUS at: 907-474-1600 or E-Mail: info@polartrec.com.

Archives:

All Live from IPY! events are recorded and archived. Archived events are available at www.polartrec.com shortly after the event. The link to the archive will be sent to all registered participants.

NOTE: You will need to have Quicktime to view the archive.

Common Problems and Solutions:

Q: I cannot see the slides; what should I do?

A: Try going to the "Lobby" or "Exiting" Wimba and coming back into the room. If this does not work, you can also visit the following site to test the installation of the Java Virtual Machine on your computer: <http://www.java.com/en/download/help/testvm.xml>

Q: I hear this echoing sound or high pitched feedback; how do I fix that?

A: If you are using both the phone and computer, the computer must be muted. The echo or feedback should go away.

Q: Wimba won't work for me, what should I do?

A: Do you have pop-ups enabled?

- Pop-up's must be enabled for Wimba to work. You can generally do this in the "Preferences" setting of your Internet browser.

A: Did you run the set-up wizard?

- You have to run the wizard to use Wimba.

A: Did you try using a browser besides Firefox?

- Sometimes Firefox doesn't work well with Wimba. If you have an intel based Mac, you should use Safari or another Internet browser.

A: Is there a firewall at your school, university, institution, etc.?

- If there is a firewall preventing the use of Wimba, participants must work with their systems administrator to allow access to this site through the firewall.

Q: My slides are loading really slowly. How can I fix this?

A: If you have a low bandwidth connection, you may have a slight delay in the slides coming up. If it is a big problem, e-mail info@polartrec.com and we may be able to send you a PDF of the slides.

Q: I can't hear the audio.

A: If you are using the computer for audio, make sure you have speakers plugged in and turned up.

A: If still not working, try going to the "Lobby" or "Exiting" and coming back into the room.

A: If you are using the phone for audio, try hanging up and calling back in to the conference call.

Q: Can I mute my phone?

A: If you are using the phone for the conference call audio, press * 6 to mute/* 6 to unmute.

A: If you are using Wimba VOIP, you will always be muted unless you hold down the talk button.

Q: I can't see video!

A: Wimba has a video feature, but chances are, there is no video for the event you are participating in. Most of the time we are connecting with presenters in very remote locations with limited Internet connections, and video is not possible. Unfortunately, this is a common misconception that people sometimes have of the live events.

Need help before or during the webinar?

Contact ARCUS at: 907-474-1600 or E-Mail: info@polartrec.com.

Additional Tips For Classrooms or Large Groups:

It is easy to take part in a live event with a little preparation! We encourage you to spend some extra time preparing your students or audience for this unique event so they can get the most out of the experience. Follow these simple guidelines:

Prior to the live event:

- Make sure your students or other participants are aware that this is NOT a live video feed. Although the technology is getting better, we are not able to do video webcasts from most of the polar research sites.
- Get some practice using the speakerphone or Wimba; try it out ahead of time if you need to.
- Make sure that your computer has been set up and tested to run Wimba.
- Make sure you know how to use all of the equipment.
- Have your students or audience review related materials about the upcoming presentation and then have them brainstorm some questions that they would like to ask.

In preparation for the event you will need:

- A quiet room.
- A copy of the agenda, if one was sent before the event.
- Pen and paper for notes, or note cards for students to prepare questions.
- Your speakers or speakerphone plugged in.
- A computer with Internet access that is projected to a large screen or on large monitor so that everyone can see.
- Make sure your students know what an audio-conference is and what is expected of them.
- Have everyone comfortably seated. Arrange all students about the same distance from the speakerphone or as close to it as practical.

During your live event:

- Whenever you are not talking on the phone use the mute button or enter *6 to mute and unmute your phone.
- Speak at your normal pitch and volume.
- Direct your voice towards the microphone or phone.
- Always identify yourself when speaking. Example: "This is Joey Smith of Fairbanks School speaking." Remember that people at other sites cannot see who you are, your facial expressions, or your surroundings.
- If you are addressing a question or comment to a particular person, at another site, make sure you identify them by name. Example: "This question is for Dr. Sambrotto..."
- If using Wimba, you may type your questions in the text box and the facilitator will ask your question to the researcher as time allows.

The most common problems with live events are:

- Classrooms not using the mute button make it hard for everyone to hear.
- Speakers mumbling or not talking directly into the phone.
- Callers from remote areas getting disconnected, and waiting for them to rejoin the call. This down time can be frustrating, but it is part of the challenging logistics of communicating in the Arctic or Antarctic.