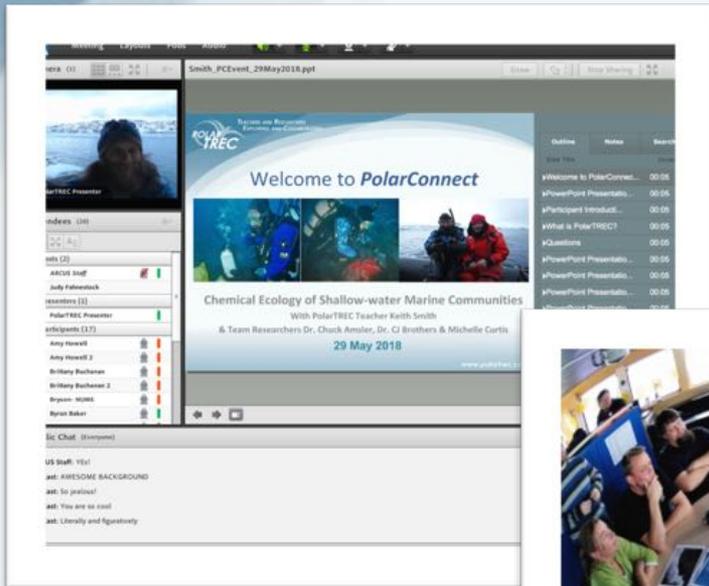


Welcome to *PolarConnect* Training



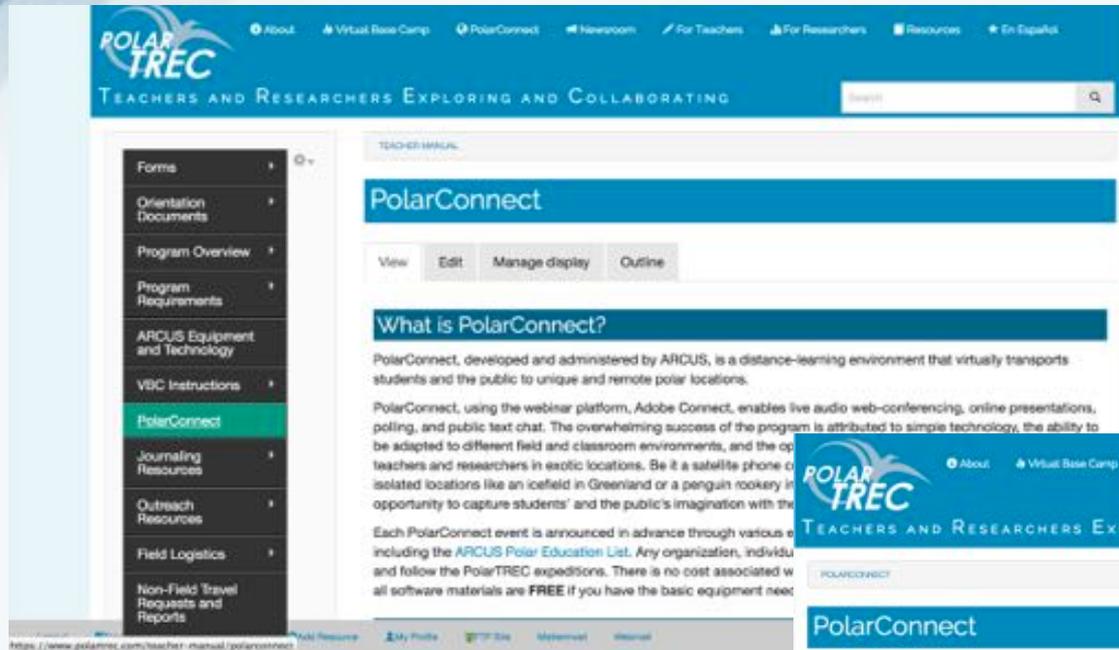
All You Need to Know About PolarConnect Events

30 May 2018

What we'll cover today

- What are PolarConnect Events?
- How do I set up an event?
- How do the events work?
- Where do I find more information?

What are PolarConnect Events?



Description found in Teachers Manual.

Description found in main menu.



How do I set up an Event?

1. Contact audiences and ARCUS
2. Become familiar with AdobeConnect
3. Prepare your presentation
4. Plan for your event from the field

Joining PolarConnect 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 PolarConnect. Each PolarConnect event has an audio and visual (slides) component. The instructional files below will help you, or others wanting to connect to your PolarTREC expedition, prepare, set-up, and connect with the PolarConnect real-time events.

Everyone can see what events are currently being advertised on the [PolarConnect Event Registration Page](#).

Documents

Attachment	Size
 PolarConnect Tips for Classrooms (PDF - 61KB)	61.27 KB
 For Presenters: Preparing for your PolarConnect Event (PDF - 85.6KB)	85.6 KB
 PolarConnect Event Instructions (PDF - 467.42KB)	467.42 KB



- Contacting the Audience just means pre-planning --- think about who will attend your presentation, the time that works for them, and what type of content is appropriate.
- This usually is done before leaving for the field
- Once you have an idea, let ARCUS know about your plans – including contact people at school, the final date and time.

What we do from the ARCUS End

- Once your date/time is set, we create the registration for your event. This allows people to start registering for your event.
- When they register, they receive an email with information on how to join.
- We will register both you and your researchers (so you do not need to register).
- We wait for your presentation...

Become Familiar with AdobeConnect = Practice!

Before you leave:

1. Join a PC event by yourself and/or with your students to see how they look from the participant view. Make sure computers in your classroom are set up to work with Adobe Connect.
2. Test your ARCUS computer and log into an event to make sure it all works (including the webcam). You can ask us to set up a test event and practice with you.
3. If possible, log on with your sub before you leave so they can practice.

While in the field:

1. Again, log into an event and/or request a test with ARCUS BEFORE your actual event.
2. Again, have your school test their system with ARCUS and you BEFORE your event.

- Demo on what you'll see as a Participant
- Demo on what you'll see as a Presenter

Preparing Your Presentation

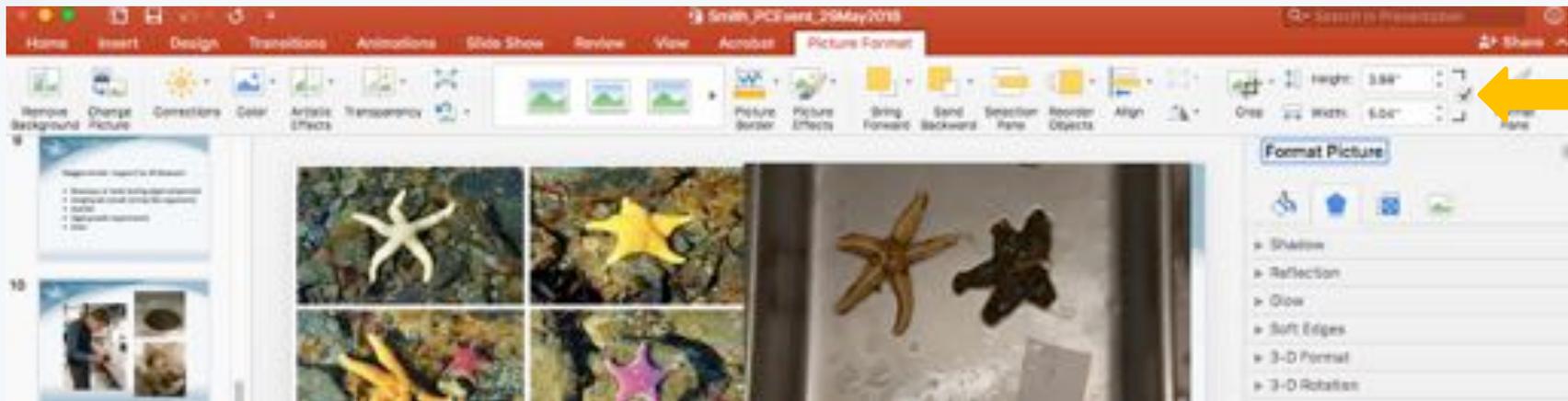
- You will be creating a PowerPoint that gets sent to ARCUS (details in bit)

Your PPT should include the following:

- To be geared towards your audience;
- About 75% on the science, 25% on everything else – life in the field, interesting tidbits, cool photos;
- About 20-25 slides (think 1 slide/minute); presentation time frames are 1 hour and this includes Q&A.
- Include the ARCUS Base Slides (Teacher's Manual); Title slide for your project, Team slide, Map slide(s), Thank you slide
- Include a background (available on jump drives)
- All images need to be reduced and in JPEG format (no screen shots unless converted to JPEG)
- No embedded animations or videos. Send videos separately.
- Credits needed for graphics/images that are not yours

Guidelines for Photos

- After placing image in PowerPoint, use the a checkbox in the top toolbar to make sure the proportions are constrained.



- When resizing the image do not use the handles on the middle of any of the edges, always use a corner to resize, this will maintain the aspect ratio.
- If trying to 'fit' a photo into a space, please crop the photo in Preview instead of distorting the image.

Base Slides

- Found in the Teacher Manual under PolarConnect

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Documents

Attachment	Size
 PolarConnect Tips for Classrooms (PDF - 77KB)	77.27 KB
 Preparing for your PolarConnect Event (PDF - 182 KB)	182.17 KB
 PolarConnect Event Instructions (PDF - 456 KB)	456.43 KB
 PolarConnect Base Slides (PPTX - 2.16 MB)	2.16 MB



- When copying Base slides into your presentation, make sure to click on the Clipboard and choose Keep Source Formatting



Welcome to *PolarConnect*

Add
some of
your
own
photos
here.



INSERT EXPEDITION TITLE HERE

With PolarTREC Teacher [Your name here]
& Team Researcher(s) [insert names here]

INSERT DAY MONTH YEAR HERE

Getting to Know Adobe Connect

Slides will be shown here

Exit presentation

Mute your speakers

Raise your hand

List of all participants

Follow the chat

Find out more about the presentation

Chat here



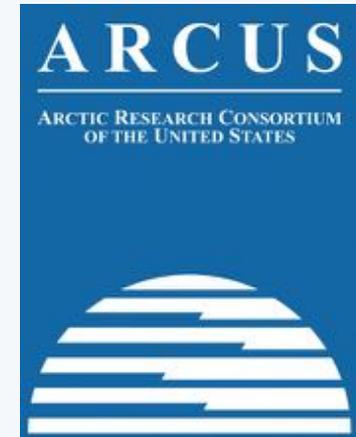
Participant Introductions

**In the Chat box, please introduce yourself
by typing in your:**

- ✓ Name
- ✓ School or Institution
- ✓ The number of students and adults participating with you in the same location

What is PolarTREC?

- Since 2004, the Arctic Research Consortium of the United States (ARCUS), a non-profit organization, has been administering the PolarTREC Program.
- PolarTREC is professional development for teachers and informal educators. They are paired with researchers for 2-6 week research experiences in the polar regions.
- Over 160 teachers from around the United States have joined scientists in the Arctic and Antarctica to learn about science, the polar regions, and to share what they have learned with their students and communities.



25 Years of Connecting Arctic Research
www.arcus.org

Questions

During the Presentation:

- Type your question in the text chat box

At the End of the Presentation, two options:

1. Type your question in the text chat box, or
 2. Raise your hand with the “hand button”.
- PolarTREC staff will call on you and activate your microphone.
 - Speak loud and clear, directly into the computer microphone or the phone to ask your question.

Join PolarTREC!

www.polartrac.com/about/join

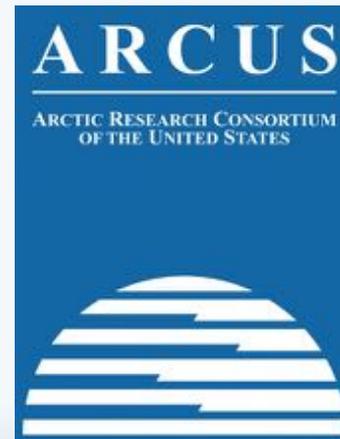
Everyone can participate in different ways:

- **Follow Expeditions**
- **Participate in PolarConnect Events**
- **Join the Polar Education Email List**
- **Check out the great resources**
- **Become a PolarTREC Teacher or Researcher**
- **Become a member of ARCUS**

Thank You!

An archive of the event will be available shortly.

<http://www.polar-trec.com/polar-connect/archive>



25 Years of Connecting Arctic Research
www.arcus.org

What Happens Next

1. Once your presentation is complete, upload it to the FTP site and email Janet and Judy to let them know it is there.
2. ARCUS reviews, edits, and makes a small PDF of your presentation.
3. Prior to your event, we will send you a list of the registrants to date, a small PDF of your presentation, and any final instructions. (ARCUS will send out a small PDF of your presentation to anyone who requests it ahead of the webinar.)
4. We will also schedule any AdobeConnect testing, as requested.
5. Everyone advertises the event!

Planning the Event from the Field

- Advertise your event (includes researchers)
<https://www.polartrac.com/polar-connect/register>
- Practice logging into the event, webcams, phones, microphones, additional computers, sat phones
- Review presentation with team
- Invite no more than 3 guests
- Contact school and make sure they are good to go
- Email ARCUS with any questions or needs
- On day of event, log into the event about 15-20 min early

The screenshot displays the PolarConnect website interface. At the top, the PolarTREC logo and tagline 'TEACHERS AND RESEARCHERS EXPLORING AND COLLABORATING' are visible. A navigation menu includes links for 'About', 'Virtual Base Camp', 'PolarConnect', 'Newsroom', 'For Teachers', 'For Researchers', 'Resources', and 'En Español'. A search bar is located on the right. The main content area is titled 'PolarConnect Instructions' and features a sidebar on the right with links for 'Overview', 'Archives', 'Register', 'Instructions', 'FAQ', 'Tips for Classrooms', 'Press Release', and 'Inquiries'. The main content includes a 'View' button, social media icons for Facebook, Twitter, Google+, and Email, and two green callout boxes: 'Step 1: Register for the PolarConnect Event' with the URL 'http://www.polartrac.com/polar-connect/register', and 'Step 2: Setup & connect to the event using the online platform Adobe Connect'. A 'BEFORE EVENT' section provides configuration instructions: 'Before the PolarConnect event, make sure that the computer you will be using is properly configured: • You will need POP-UPS enabled. • Your computer will need to accept cookies. • You will not need Quicktime for the live event.'

It's now the day of the event, how does it all work?

- ARCUS staff will send registered participants final email and PDF of upcoming event
- ARCUS staff will do any last minute advertising (but team can too!)
- ARCUS staff will open the AdobeConnect room and get the room “ready” for the presentation, usually 20-30 minutes before the event starts. This includes uploading the PPT, adding a small PDF of the PPT, clearing chat areas, connecting the phone bridge, recording the event (once started)
- ARCUS staff will facilitate and “host” the event - including recording, tracking participants, tracking questions and getting them relayed to the presenters, trouble-shooting, starting and ending the presentation – including introducing the teacher and program, advancing slides (if requested), closing out the presentation, and final archiving of the presentation.

Cont.

- Presenters will log into the event (teacher will use special login information provided to them by ARCUS; researchers can login as guests or use same info)
- Presenters will connect via phone or microphone – depending on situation in field
- Presenters will connect their webcams (if able) and use during entire event (depending on bandwidth)
- Presenters will present their portion of the entire presentation (when asked)
- Presenters will respond to questions that hosts relay (please don't read the chat).
- Researchers, that are w/ teachers and on separate computers, CAN and SHOULD respond to chat questions with a chat response during the presentation.
- Presenters can either choose to advance own slides or ask ARCUS.
- Presenters can “hang out” after end of event to chat with family and friends (post recording being stopped)
- ARCUS closes out entire room

Post event:

- ARCUS archives and sends presentation link to registered participants, posts online, and sends archive link and number of participants to team and teacher.
- Presenters thank people in journals, etc. for participating.

Questions?

