Meeting Room

Participant Guide

Soltys, Inc. Consulting
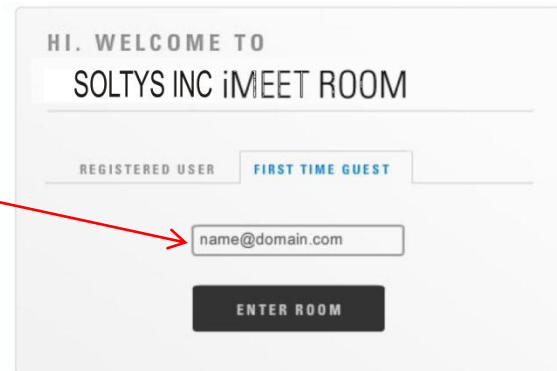
www.soltys-inc.com

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It is Easy to Join a Meeting

Note: You will need to have a current version of Adobe Flash Player loaded or be able to run HTML5 on an Apple device. Adobe Flash Player can be [downloaded](#) or upgraded for free. If you are on a VPN, you may need to sign out of the VPN as most will not allow you to connect.

Enter the Room

Your meeting invitation will include the link to the meeting room. When you click on the link you will see a screen that looks like the screen image at the right.

- **Put your email address in the box**.
- Then click on enter room.

Add your audio connection

Call my phone puts you on the secure audio bridge with little if any background noise, unless you are on a speaker in your office. Soltys, Inc. pays for this call. Headphones or an earpiece can help as well. The system will call you at the phone number you entered ask you to press 1 on your phone to join the live audio of the meeting.
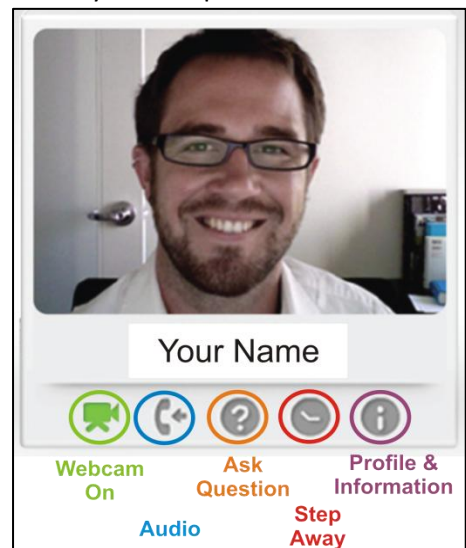
- Call my computer will mean that your audio is through the microphone and speakers of your computer. This will be a VOIP connection, and dependent on your Internet transfer rate, may have very small delays. The computer microphone unless over an earpiece or headphones will also pick up the background noise in the room.
- Dial-in old school – Use your phone to dial into the number on the invitation. You will be paying the cost of the call. Unless you are in a place where you cannot receive a call or make a call through your computer, we suggest you use one of the other two methods.
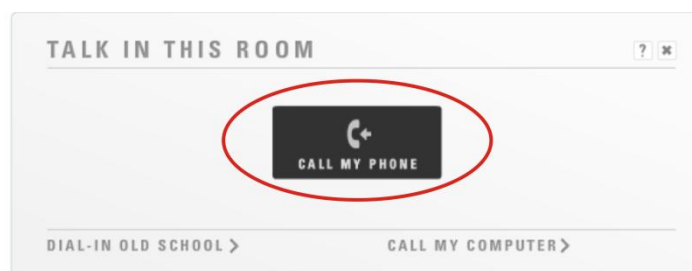
Turn on your Webcam

Once you turn on your webcam, everyone in the room will be able to see you real time and hear you through your audio selection. When you see your "cube" with either your picture (if you set up your profile and uploaded a picture) or an icon, mouse over the bottom of the cube and you will see options as shown in the next image. Click the video camera icon so that it turns green to turn on your camera. (You may have to click several times.)

- You will see a message that asks you a few questions to give you a preview of what everyone else will see through your webcam so that you can make adjustments to angle, appearance or surroundings before turning on the camera.
- You can take a picture to use in your cube when your webcam is not active, if you like by clicking on the edit button. If you prefer, you can upload a picture from your computer.
- Once your webcam is on and audio is enabled, you should be able to fully participate in the meeting.
- The icons on screen are not labeled but we have labeled them for you with color coding.
    - Webcam Control – greyed out is off and green is on.
    - Audio – calls you or allows you to call in as shown under the audio option as shown above.
    - Ask a Question – places a question mark in your cube – like raising your hand.
    - Step away – greys out your screen if you need to step away briefly.
    - Profile and information. Filling in a profile is optional but will be helpful if you will be attending multiple meetings. There is additional information if you need it, but usually not critical for the call.

The image below gives an idea of what you will see in the meeting, as well as options.

Our Meeting Room

Our meeting room is a virtual meeting room, enabling up to 15 people to meet at once over secure audio and visual connections. This is different than many other solutions as everyone's audio and video are active all at once, as if you were in an actual meeting room together. Using the interactive capabilities, we can share files, chat, review documents and presentations as well as have lively discussions with a lot of idea sharing. Our meetings are held at a static IP address http://imeet.com/soltys/soltysconsulting.

In addition to our Meeting Room we also use a number of other video conferencing tools such as Skype, Google Hangout, MSN Live, Webex, GoToMeeting and GlobalMeet, depending on the number of participants, purpose and desired interactivity.

How Do We Use Our Meeting Room?

Our meeting room is used for both public meetings and private or limited meetings. Almost all meetings require reservation and confirmation.

Public Meetings

Public meetings are those offered by Soltys, Inc. and usually do not have a cost. Public meetings include open discussion forums, product and or initiative previews and promotions.

Round Tables

We host two monthly round tables which are announced in our monthly newsletter. In most cases, these will be on the third Thursday of the month. The morning session is at 11 a.m. (eastern) and addresses Leadership Challenges. The afternoon session is at 2:00 p.m. (eastern) and addresses Management Issues. Each session is one hour long. Summaries are posted on our website and in our newsletter. If a session is recorded, the link will be sent to all participants.

Each participant is requested to submit three topics for discussion. These topics will be opened to the participant group to select three for discussion in that session. As there are likely participants from many different companies in each session, discussions must align to rules of what can and cannot be discussed in open session. The moderator or facilitator will intercede should the discussion enter a restricted area. Items that will not be discussed would be items that would be construed as price fixing, collaborating against a specific company or individual and items not allowed by law or ethical practice. Such discussions may be acceptable in private company meetings. If you have questions, please let us know.

Discussion Groups

A Discussion Group may be formed around a specific topic or subject of interest. These are great for an exchange of information and ideas. In general, these are specific to groups where there is an interest in the topic.

The signup form can be found on our website. All reservations received will receive a confirmation of reservation request by email. Once a spot is assigned, a confirmation will be sent by email with the room key. The room key is a password to be able to enter the meeting. In some cases where meetings are open, no password is required.

Private Meetings

We use our meeting room for meetings with clients, management teams, small interactive training sessions, group coaching, peer groups and other groups as may be formed on a closed basis. These are cost effective, eliminating travel costs and time that would often be associated with these interactive consultative meetings.

Client Meetings

Our meeting room is used for a number of client group meetings. These will include executive strategy meetings, plan reviews, progress or milestone checks, Business Health Partners, accountability calls, management team meetings and much more. The cost of these calls is in included in retained services contracts. Ad hoc opportunities are the hourly consulting rate plus $50.00 for the use of the room.

Executive Briefings

The leadership of our client companies will be invited to private executive briefings periodically through the year. These usually are focused on time critical or industry impact issues. Briefings are included in client contracts. Guests with relevant contributions may be invited to the meeting by the host.

Other Uses

There will certainly be many other uses defined as we work with this tool. If you have questions, please call or send an email to info@soltys-inc.com.