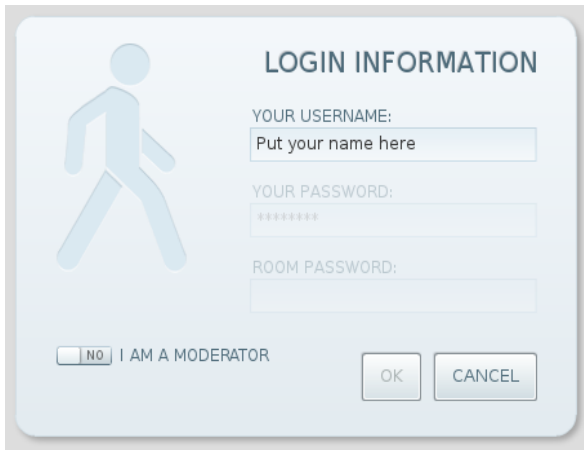


USING MEETCHEAP SOFTWARE

The software being used to give you access the TTSO8 meeting live is called MeetCheap. This requires no installation on your computer. All you need is a web browser with the Adobe Flash plugin.

Guests wishing to participate in TTSO8 only need to click the Meetcheap login button above the meeting schedule.

When the Conference page opens you will be asked to log in:



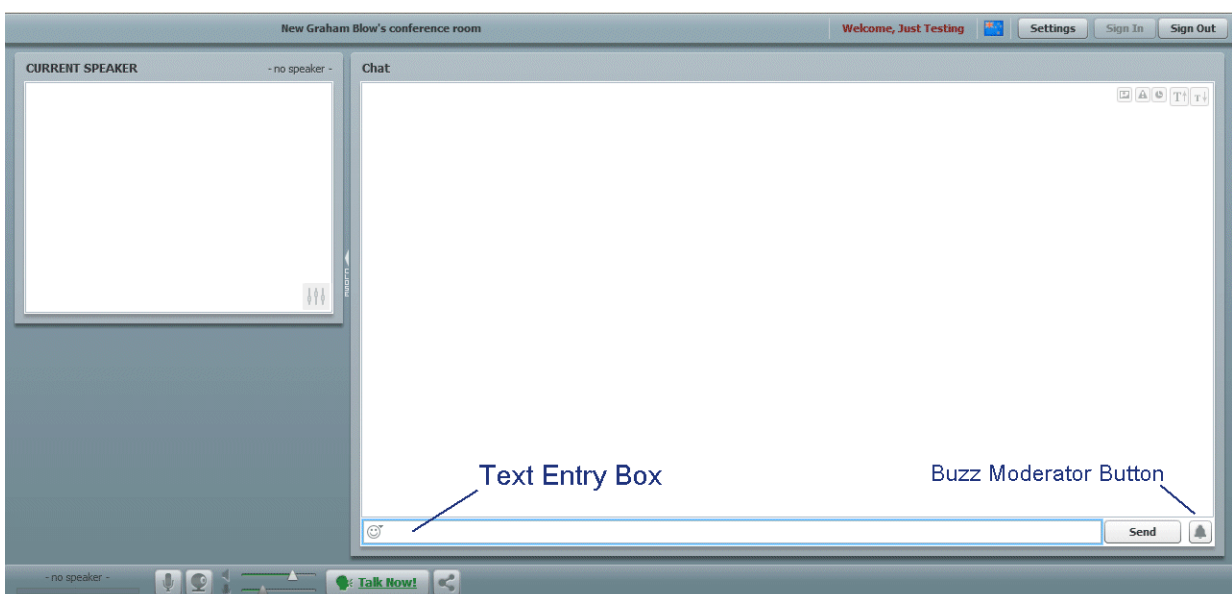
A light blue dialog box titled "LOGIN INFORMATION". On the left is a blue silhouette of a person walking. To the right of the silhouette are three text input fields: "YOUR USERNAME:" with the placeholder "Put your name here", "YOUR PASSWORD:" with "*****", and "ROOM PASSWORD:". Below the fields is a checkbox labeled "NO" followed by the text "I AM A MODERATOR". At the bottom right are two buttons: "OK" and "CANCEL".

- To login enter your name, ensure that "NO" shows beside "I AM A MODERATOR", and click OK. You will be taken to the main screen which contains two boxes:
 - Current speaker – Live feed from the meeting webcam.
 - Chat - Where chat messages from participants will appear.

If you do not see the "Current Speaker" box you will find a tiny "Open" icon half way down the left side of the Chat box.

You may also see a box containing the names of other attendees.

- Remote users will be able to interact with the room moderators at any time by typing in the text entry box at the bottom of the chat box. Your message will appear in the chat box and be visible to all room participants.



If the room moderator does not respond you can use the “Buzz Moderator” button at bottom right to attract attention.

At the end of each presentation there will be time for questions and the moderator will invite questions from remote attendees. If you have a question for the current speaker please type it in the chat box and the moderator will relay it to the speaker for video reply.

Note: The text buffer available in the chat entry box is limited. Please keep your questions and comments short. Your message will be transmitted when you click the “Send” button, or you press “Enter” on your keyboard.

Note: Although the software allows remote participants – with the approval of the room’s moderators – to communicate by both audio and video, we have found that this process can be very slow. In the interests of progressing the meeting without delay the moderator will **not** enable the audio and video feeds from remote viewers unless there are special reasons for doing so.

- When you wish to leave the meeting please use the **Sign Out** button at top right.

Tips:

- If you cannot hear the speaker or can only hear him or her faintly, please first check the speaker volume at your end before sending the moderator a message.