



Symposium Participant Quick Reference Card


Speaking

1. Press and hold the **Control** key or click the

Talk button  and speak into your microphone. Or, click the **Lock to Talk** button  to speak for an extended time.

2. Click the **Lock to Talk** button again to allow others to speak.

Sending Text Chat

1. Click the **Chat** button .
2. Select the **Public** tab to send a message to everyone or the **Private** tab to send a message to a specific person.
3. Type a message in the **Message** text box.
4. For Private chat, select a name from the **Send To** drop down menu.
5. Click **Send**.

Changing the View

1. Select the **View** menu.
2. Select one of the following options:
 - **Normal View** - Returns your Participant interface from Full Screen or Application Host View to the previous settings.
 - **Expanded View** - Enlarges the viewing window; sizes your Participant interface into a columnar shape and moves the interface to the right side of your screen.
 - **Full Screen View** - Expands your Participant interface to full screen size.
 - **Return to Default Size** - Returns your Participant interface to the default size (800 x 600) if you resized the window.

Raise Hand
Click to raise your hand. Click again to lower your hand.

Yes
Click to respond "Yes".

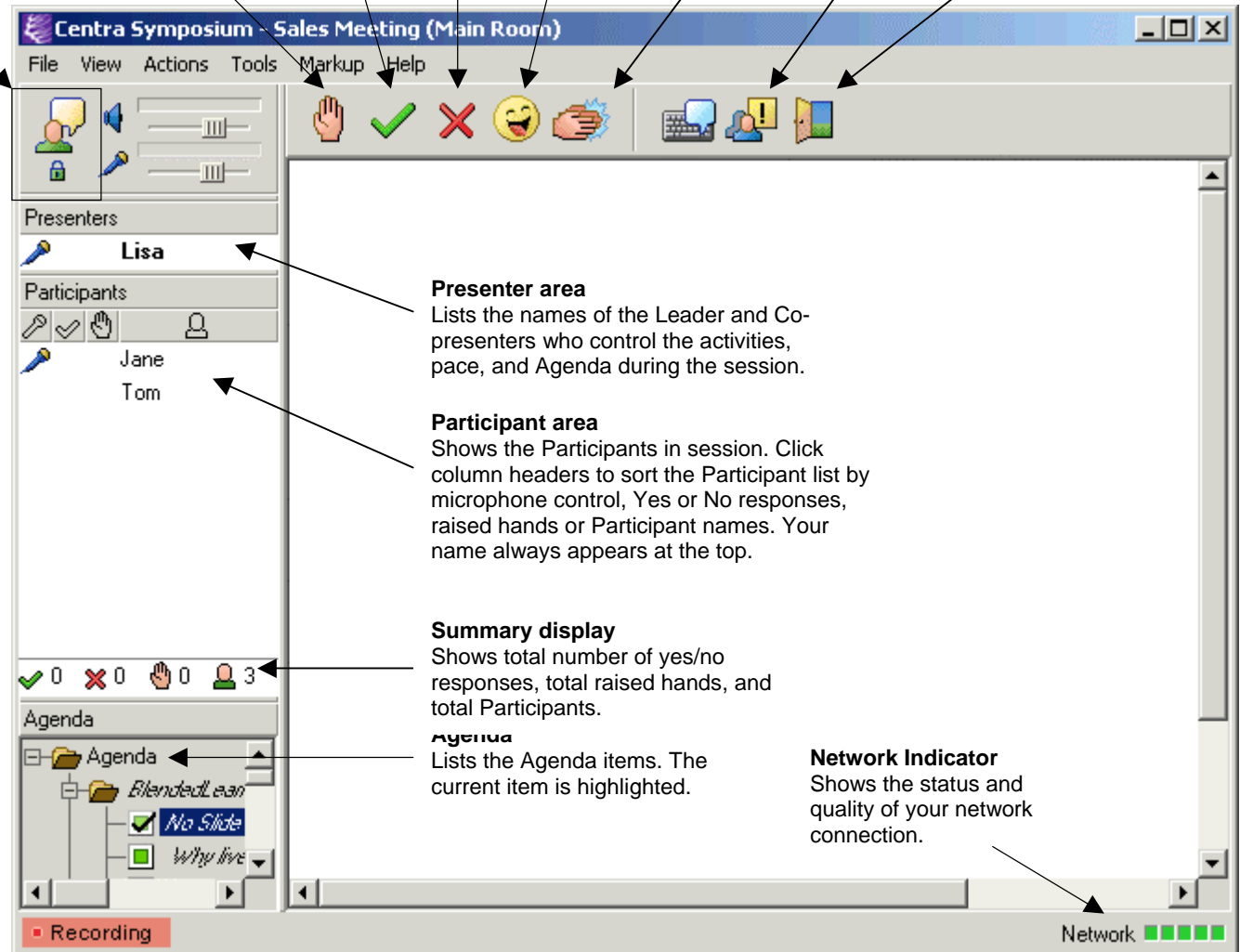
No
Click to respond "No".

Laugh
Click to indicate laughter.

Applause
Click to applaud.

Feedback
Click to send anonymous feedback.

Step Out/Return
Click to temporarily step out of the session.



The screenshot shows the Centra Symposium interface for a "Sales Meeting (Main Room)". The interface includes a menu bar (File, View, Actions, Tools, Markup, Help), a toolbar with icons for Raise Hand, Yes, No, Laugh, Applause, Feedback, and Step Out/Return, and a main display area. The main display area is divided into several sections: Presenters (Lisa), Participants (Jane, Tom), Summary display (0 Yes, 0 No, 0 Hands, 3 Participants), and Agenda (Agenda, Extended, No Slide, Why live). A Network Indicator is located in the bottom right corner, showing a green signal strength indicator. A Recording indicator is visible in the bottom left corner.

Presenter area
Lists the names of the Leader and Co-presenters who control the activities, pace, and Agenda during the session.

Participant area
Shows the Participants in session. Click column headers to sort the Participant list by microphone control, Yes or No responses, raised hands or Participant names. Your name always appears at the top.

Summary display
Shows total number of yes/no responses, total raised hands, and total Participants.

Agenda
Lists the Agenda items. The current item is highlighted.

Network Indicator
Shows the status and quality of your network connection.