

What equipment do participants need?

The meeting will be hosted online using the Breeze web communication software at <http://www.adobe.com/resources/breeze/> This system integrates voice, chat, and video communications to facilitate online meetings and presentations. Several pieces of equipment are necessary to participate in the meeting. At a minimum you need a computer with a high-speed internet connection (DSL or cable internet will work fine) and computer speakers. You can use a typing chat feature to ask questions or provide feedback).

What software is needed?

Your computer needs two pieces of free software to run the Breeze system: Macromedia Flash and Shockwave. They support streaming audio and video within your internet browser and are the main components to run Breeze on your local computer.

1. Go to this link to check if you have Flash and Shockwave installed or to download and install these components:

<http://www.adobe.com/shockwave/welcome/>

2. Download and install the optional Macromedia Breeze Meeting Add-in. This add-in is not required, but will help solve potential screen resolution problems.

Install Windows Add-in:

http://www.macromedia.com/go/breeze_addin_install_win/

Install Mac Add-in:

http://www.macromedia.com/go/breeze_addin_install_mac/

3. Go to this link to test your software setup and connection to make sure you are ready to participate in any Breeze meeting.

http://breeze.ltc.arizona.edu/common/help/en/support/meeting_test.htm

How do I attend and participate in the meeting?

The meeting will start at **10:00 AM (PDT)** on **Monday October 26 2009**, but feel free to log-in to the meeting room early to test out the system and make sure your settings are correct. See the following link to learn how to join a meeting and optimize web settings:

<http://cals.arizona.edu/extension/employee/participating.htm> We will be limiting the use of microphones to presenters only. We are encouraging participants to ask questions and provide feedback using the chat feature. The meeting will last about 1 hour.

To join the briefings at 10:00 AM, click on <http://breeze.ltc.arizona.edu/azclimate/>. When you login to the meeting, please provide your full name and affiliation as a user name (example: Gregg Garfin, University of Arizona).