

What do I need to do in advance of June 26?

We strongly recommend you test out your setup in advance of the event. See "How do I setup the webcast?" below. Walk through the setup, test the video to make sure it plays correctly, and that the sound will be loud enough for all of the participants to hear.

What do I need to set up my meeting space for a Community Conversation?

On the day of your Community Conversation, you should be sure to have the following:

- **Meeting Materials:** In addition to this guide, you will need to print out the following:
 - For each facilitator:**
 - Facilitator guide
 - Ground rules table tent
 - Sign in sheet
 - For each participant & facilitator:**
 - Federal Budget 101
 - Options Workbook
 - Options Workbook Correction Sheet
 - Worksheets

***Be sure to review the materials beforehand, and, if possible, share them with your group
- **A Computer and Internet Access:** Since the Webcast will guide the event, make sure you have a computer that can play it while you're holding your Community Conversation. You will need a fast Internet connection to ensure that the webcast does not skip or stall during the event. Preferably, you should have a high speed broadband internet with a minimum of 500k download bandwidth.
- **A Projector or Larger Monitor:** If you're group is smaller, you may be able to gather around a computer, but ideally, the Webcast should be projected or displayed in a way that it can be easily and comfortably viewed by all participants.
- **Speakers:** If you have a larger group, you may also need to amplify the sound from your computer to ensure that everyone can hear. A simple set of speakers should do the job.
- **Table materials:** Pens, pads, and name tags may prove useful to members during discussions.
- **Refreshments:** The Community Conversation will be about 3 to 6 hours long, so there should be beverages and light snacks provided. If you'd like, you can coordinate with participants to contribute refreshments.

How many computers do I need for my Community Conversation?

At minimum, you need one computer to display the webcast. It is helpful to have at least one additional computer available in the event that you need technical support, or if you would like to submit your group's feedback to *AmericaSpeaks* during your Community Conversation.

How do I set up the webcast?

Be sure to arrive at your meeting space with enough time to get set up. Make sure that your computer and/or projector is working.

To set up the webcast:

1. If you're using an LCD projector & screen, place it at the front of the room in an optimal location. If the event size is small and an external monitor is being used, it can be placed on a stand or at the edge of the table, so that everyone has a clear view of the screen.
2. Connect the webcast computer to the projector or external monitor, start the computer and connect it to a high speed internet connection (500 kbps minimum.)
3. Open a web browser and go to the webcast URL (either your unique URL or <http://usabudgetdiscussion.org/cc>)
4. Once the screen has loaded, click to open the window up to full screen if desired.
5. Connect the external audio system to the computer.
6. Test audio and video

You should put someone in charge of the technology in the event of any equipment failure. If you have any problems with the webcast, just let us know by emailing hosts@usabudgetdiscussion.org.

What speed Internet Connection should I have when hosting my Community Conversation?

You will need a fast Internet connection to ensure that the webcast does not skip or stall during the event. Preferably, you should have a high speed broadband internet with a minimum of 500k download bandwidth.

How do I submit my group's feedback to AmericaSpeaks?

On the Community Conversation Webcast page, in the lower left, there will be a link called "Covision Data Entry Form". Click on that link to go to the data entry page. You will be prompted to log in. You can log in using the host's email address, and the password budget1.

After you login into the CoVision Data Entry Form, you will see a menu that matches the agenda for the day with screens for entering table discussion results and polling results

How do I enter table discussion results?

Participants will record their own ideas on individual worksheets. You should capture the group's ideas on a separate worksheet. Then after the meeting, you can enter the group's ideas into the correct screen for each table discussion. For some discussions, such as the introduction exercise, you can enter each individual's response.

How do I enter the results from our deficit reduction exercise?

Once your group has identified their "deficit reduction package" enter it on the appropriate screen. **Important note:** Do NOT submit your deficit reduction package until it is completely finished. If you have multiple tables, wait until the meeting is over and submit the final deficit reduction packages from each table one after the other.

How do I submit polling data?

Participants will record their responses to polling questions on their individual worksheets. After the meeting is over, you will enter each of these polling worksheets into the "CoVision Data Entry Form". You will enter one polling worksheet at a time. You can enter multiple copies of the same polling worksheet (for example 20 copies of Worksheet #1a – Demographic Polling) by entering the results for the first worksheet, then click submit and the form will reset, and then enter the next sheet. Repeat for all worksheets.

Can I submit my group's feedback during my Community Conversation instead of afterward?

Yes. If you have more than one computer, you're welcome to enter in your group's input as the webcast progresses. If you only have one computer available, you'll want to wait until after your Community Conversation is over to avoid leaving the webcast.

What do I do if I leave the webcast page for some reason?

As a Community Conversation Host, you should have been sent a custom URL that will automatically log you into the page. If you leave the webcast page for some reason, you can return to it by following that URL.

If you cannot find your URL, simply go to <http://usabudgetdiscussion.org/cc>. There will also be a link to the page on <http://http://usabudgetdiscussion.org>. You'll be prompted to log in. You can log into the site by entering in the host's email address.

If you still have trouble accessing the page, email hosts@usabudgetdiscussion.org.

What version of Flash do I need to run the webcast?

This webcast is being streamed to viewers using the Adobe Flash Media Player. To view this webcast you should have the free Adobe Flash Media player 9 or 10 installed on our computer. To check for a free Adobe Flash Player upgrade go here:

<http://get.adobe.com/flashplayer/>

I went to the page, and the Video player is unable to connect. What do I do?

Sometimes computers, corporate servers, and ISPs cache web pages. If this happens, press F5. Pressing F5 refreshes your connection to the webcast server and re-loads the webcast web-page and related content. This can often resolve a general connection problem. Users on congested Internet connections may experience lower quality video. We recommend using a DSL, Cable Modem, or T1 Internet connection.

The Video Player is hanging, saying "Connecting to Server..." What do I do?

Some firewalls can block access to live media streams. If you cannot access any video at all, please contact your local IT resources for assistance. It is likely that your organization's firewall is limiting access to streaming media. Our streams are delivered through ports 1935 and 80.

If you go to <http://usabudgetdiscussion.org> and are able to view the player, you should not have this problem. We recommend that you visit that page and test this before the call.

I'm having trouble hearing the webcast. What should I do?

Be sure your laptop or PC speakers are on and unmuted, with the volume at an adequate level so that you can hear the audio portion of the webcast. You also can adjust the volume of the webcast by moving the dial on the lower right of the webcast screen. If your computers speakers are not sufficient to allow the webcast to be heard in your meeting space, you should consider hooking external speakers up to your computer.

What do I do if the webcast is paused because it says that it is "buffering"?

A congested local Internet connection will result in video buffering and freezing frames. If too many computers are using your Internet connection, the video may stop streaming but the audio will continue. The video and audio might also start and stop intermittently when internet connection congestion is experienced.

If you have multiple computers on the webcast page at your Community Conversation, you should pause the webcast on computers that are not being displayed to participants to avoid congesting your Internet connection.

What if I have a question about the policy options presented in our options workbook?

If you have a question that can be best answered by an expert on the economy, you can submit that question on the Community Conversation Webcast page. Simply type your question in the "Not Sure? Ask an Econ expert" field, along with your email address or phone number. Someone will get your question to one of our experts, and contact you with the answer.

Where do I go for technical support?

On June 26, there will be 3 options for tech support for Community Conversation Hosts. You can:

- Chat with a representative from the Community Conversation Webcast page
- Email hosts@usabudgetdiscussion.org
- Call (405) 428-3438

All three of these options will be listed on the lower-left of the Community Conversation webcast page.