Adobe Connect 9.1
Seminar scheduling in Adobe Connect 9.1

In Adobe Connect 9.1, a change has been introduced to further enforce compliance with licensing Terms of Service. This change requires that all seminars must be scheduled in advance. Please read the FAQ below to understand how this may impact your current Seminar Room usage and how to prepare for this change.

What is the Seminar room model?

License Terms: A Seminar Room license provides the use an Adobe Connect room with a size that is set based on the number of seminar room seats purchased on that license. Only one meeting in a Seminar Room can take place on that license at any given time and a designated Seminar Host must be present in the room. A Seminar Host is an individual you have employed or otherwise hired to administer the Seminar Room on your behalf who has been set up as a user and Seminar Host on your account.

Explanation: Customers who buy seminar room licenses are paying for large rooms capable of hosting large online meetings with a minimum capacity of 200 connections all the way up to 1500. Each seminar room is like an auditorium in a physical building and is treated separately from other meeting rooms. Seminar rooms are typically combined with another licensing model like Named Host and are only used when large meetings are required. Only one meeting can take place on a Seminar Room License at any given time. Customers can designate any number of users in their organization as Seminar Room Named Hosts to manage their seminar rooms.

There can be any number of Seminar Rooms created on one Seminar License but only one Seminar Room can be used at a time on that License.

Can I run two seminars concurrently on a single Seminar Room license?

No, only one seminar can happen at a time on a single license. (Two or more seminars cannot be run at the same time on a single license.)

How can I run more than one seminar concurrently on my Adobe Connect account?

If you need to run two or more seminars at one time, it’s necessary to have two or more separate seminar room licenses. (You need one license for each seminar that runs simultaneously.) If you do not have sufficient seminar room licenses, contact your Adobe Connect sales rep or reseller to purchase more.

If only one seminar can occur at any given time on a single Seminar Room license, how can I prepare for upcoming seminars while another seminar is running?

In addition to the single seminar that is enabled to run up to licensed capacity, you can run up to five additional preparation sessions simultaneously with up to ten participants in each, on a single Seminar Room license. That way, hosts and presenters can prepare a room, rehearse a seminar with presenters, or export content like notes or chat, while an actual seminar is running.

These five "preparation" sessions can be run at the same time as a seminar. There is no scheduling requirement for these sessions. They can be run on an ad-hoc basis for purposes of preparation.

Does anyone who hosts a seminar in a Seminar Room need to buy their own Seminar Room license?

No, anyone in the organization can host seminars on a Seminar Room license. It is not tied to a single named individual (it is not a Named Host license). The license can be shared across the entire organization. Therefore, it can be cost effective, and easier to manage for administrators who don't need to assign a specific named user to a specific license.

What are the actual terms around hosting in the Terms of Service and EULA?

You can review the Terms of Service and EULA here.
What is the maximum number of attendees within a Seminar Room?
Seminar room capacity can be purchased for up to 1500 attendees. The number of attendees is limited by license; e.g. if you license a 500 seat seminar room, up to 500 attendees can join; likewise, if you license a 1500 seat seminar room, up to 1500 attendees can join.

If your license capacity is more than 600, you will be prompted to select the "Expected Number of Participants", and choose a "Regular Seminar Session up to 600 attendees", and a "Large Seminar Session >600 attendees". If you plan to have >600 attendees, you must select the "Large" option to ensure the room is optimized for use with large audiences. This step is not required if using the Events Module to schedule your seminars.

Am I required to schedule my seminars?
Yes. In Adobe Connect 9.1, all seminars must be scheduled in advance. In Adobe Connect 9.0, all seminars exceeding 600 attendees needed to be scheduled – with Adobe Connect 9.1, scheduling is required for all meetings on a Seminar Room, regardless of size.

The only exception to this is with preparation sessions, which can be run on an ad-hoc basis for the purposes of seminar preparation. There is no scheduling requirement for preparation sessions. Up to five preparation sessions can be run simultaneously, with up to ten participants in each, on a single Seminar Room license. Your seminar rooms will run in stand-by mode when they are run outside the scheduled time allowing you to run preparation sessions.

How do I schedule meetings on my Seminar Room license?
If you currently use the Adobe Connect Event Module to schedule your Seminars, no further action is required. If you do not use the Event Module, watch this video tutorial to see a walkthrough of how to schedule your seminars BEFORE your upgrade. Be sure to schedule all your Seminar Rooms in advance of your upgrade to 9.1 to ensure your Seminar Rooms function at capacity during your events. Contact your account administrator for timing (see below for more information).

With 9.1 we are introducing the concept of Seminar Sessions. After you upgrade, you will use this mechanism to schedule all your seminars if you are not already using the Event Module to schedule your seminars. Please watch this video to learn how to schedule Seminar Sessions AFTER your upgrade to 9.1.

How can I ensure that the seminar I want to run is not overlapping (running concurrently) with another seminar on the license?
In Adobe Connect 9, a calendaring mechanism was added to Adobe Connect Central. When a seminar is scheduled on a Seminar Room license, the Adobe Connect seminar calendar reflects that time as reserved for that license.

Can I reuse my seminar room to run multiple sessions?
Adobe Connect 9.1 adds the ability to schedule multiple/recurring seminars (seminar sessions) in advance, utilizing the same seminar room/URL. For example, if you have a seminar that you want to repeat on a monthly basis, and you plan to utilize the same meeting environment/content/URL, you can schedule those recurring seminars in advance and utilize the same room environment for each. (This enables you to quickly repeat your seminars, without any additional preparation to the room/content/environment).

How do I schedule recurring seminars?
Each seminar session must be scheduled separately, though in Adobe Connect 9.1 this can now be done quickly by using the “Duplicate Seminar Session” and selecting the appropriate time. Watch this video tutorial to see a walkthrough of how to schedule your seminars.

How far in advance do I need to schedule my seminars?
Seminars can be scheduled any time in advance, up to the minute before the seminar. However, make sure that you have an active seminar license for that duration.

What happens if my participants arrive early to my session?
Your early participants will be able to join your scheduled sessions up to 30 minutes before the scheduled start time. Your seminar room will go out of the stand-by mode 30 minutes before the scheduled start time.

Can I schedule back to back sessions on my seminar license?
Yes you can schedule back to back sessions on your seminar license when you use different seminar rooms for such sessions. When using the same seminar room you need to have a 30 minute interval between your seminar sessions. This ensures that your overrunning seminar sessions can get a minimum over run time and your seminar sessions can accommodate early participants.
What happens if my session runs over the scheduled time?
Seminars can extend for up to an hour past the scheduled time as long as no other overlapping seminars are scheduled within that license. Your seminar room will auto extend in 30 minute intervals if your session overruns.

In case your seminar room cannot be extended because of an upcoming scheduled session on your seminar license you will get a 10 minute overrun window to close your session. Adobe Connect meeting will notify the hosts of this 10 minute window when the session cannot be automatically extended.

What happens if I forget to schedule my seminar session in advance?
If you forget to schedule your seminar session, your seminar room will run in the stand-by mode. Stand-by mode will allow creating an instant one hour session without going to Adobe Connect Central as long as there are no other overlapping seminar sessions during that time.

Why is my seminar room in the stand-by mode?
All seminar rooms are in stand-by mode outside of their scheduled time. Seminar rooms go out of the stand-by mode 30 minutes before the start of the scheduled sessions. Stand-by mode also allows you to schedule an instant session for 60 minutes if there are no other overlapping seminars in your license. If the seminar license capacity is greater than 600, an instant session will only open to a capacity of 600.

If I have scheduled seminars on my Adobe Connect 9.0 license, will these be impacted when my account is migrated to Adobe Connect 9.1?
Adobe Connect 9.0 allows you to set a start time and duration for your seminar rooms. When your account is migrated to Adobe Connect 9.1 a session corresponding to the start time and duration setting of your seminar room will be created on your seminar room. So all the seminars pre-scheduled on your Adobe Connect account will not be impacted. Adobe Connect 9 also allows you to run less than 600 participant seminars any time without the need to pre-schedule them. This will not be possible with Adobe Connect 9.1 as all the seminar sessions will need to be pre-scheduled.

When will my account be upgraded to Adobe Connect 9.1?
Adobe Connect 9.1 is scheduled to begin rolling out in August 2013. We will communicate to our hosted customers when their account will be migrated at least 30 days in advance. If you are on a hosted account, please contact your account administrator, who we will contact regarding migration timing. Alternatively you can use your account URL on this page to determine your upgrade date. On-premise and managed services customers can migrate at any time (when ready) following Adobe Connect 9.1 availability.

What can I do to ensure that my upcoming sessions are not impacted by the Adobe Connect 9.1 upgrade?
Please schedule your planned session in advance by updating the start time and duration of the seminar room on which you are planning to run your upcoming sessions. The upgrade process will create new seminar sessions based on the timing information entered for any existing seminars.

If you are planning to run multiple sessions on the same seminar room, please schedule them after the upgrade.

For more information
Scheduling details: www.connectusers.com/go/scheduling
What’s new with Adobe Connect 9.1: www.connectusers.com/go/nineone