



PalacePresents Moderator Guide

Version 1.1

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The Palace PalacePresents Moderator Guide, version 1.1

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Preface

This manual is a guide to the PalacePresents Moderator, which allows you to set up and run large-scale events such as meetings, conferences, guided web tours, live interviews, lectures and other “one-to-many” interactions.

Sections of this manual

This manual has the following:

- *What is PalacePresents?*

This section provides an overview of PalacePresents and describes how to install and start the Moderator.

- *The PalacePresents Moderator Interface*

This section provides an overview of the PalacePresents Moderator graphical interface.

- *Appendix A: Tips for Moderators*

This section provides some guidelines for using the Moderator.

- *Appendix B: Multimedia-Enhanced Events*

This appendix describes how to use media in your events.

- *Appendix C: Quick Setup*

This is a Quick Reference to setting up and configuring the Moderator, and running an event.

Manual conventions

This manual has the following conventions:

- Code samples and text you enter are set in `Courier`, whether standing alone or embedded in the text.
- Technical terms appear in ***boldface italic*** in the text in their first appearance, usually accompanied by a definition.
- Graphical User Interface (GUI) elements, such as menu items and buttons, appear in **boldface**.

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- References to other books, chapters, or sections are in *Italic*.

Other sources of information

Besides this *Moderator's Guide*, the Palace provides other online manuals for using the Palace, administering your personal server, becoming a wizard, and mastering Iptscrae. These manuals are all available from the Palace website in the Support section.

- *Personal Server Guides*. These manuals tell you how to obtain, install, setup, and run your own Palace personal server. Both a Windows 95/NT and Macintosh version are available.
- *Commercial Server Guides*. This manual tells you how to obtain, install, setup, and run the Palace commercial servers. These are servers intended for hosting many users, generally run by a corporate site. In addition to the features of the Personal servers, commercial servers also offer authentication, web integration, server-defined avatars, and the Palace Moderator, which is an auditorium-hosting system. Both a Windows NT and UNIX version are available.
- *User's Guide*. This manual describes how to obtain, setup, and use the Palace client software. You will need the Palace client to perform wizard and god actions for your site. Both a Windows and Macintosh version are available.
- *Iptscrae Language Guide*. This manual is a programming and language reference guide for the Palace Iptscrae language.

In addition to the Palace online manuals, check out these pages in the Palace website for support, information, and online documentation:

Palace Home Page

<http://www.thepalace.com>

PalaceSpace (the page for Palace sites, including the Palace Directory)

<http://www.palacespace.com/>

Palace FAQ

<http://www.palacespace.com/discover/faq/index.cgi>

Palace Downloads (software & Assets)

<http://www.thepalace.com/downloads/index.html>

Palace Documents (Manuals and FAQs)

<http://www.thepalace.com/support/manuals/index.html>

Palace Tech Support

<http://www.thepalace.com/support/>



What is PalacePresents?

This section describes the PalacePresents Moderator:

- *Overview* on page 7
- *Why use PalacePresents?* on page 8
- *Getting started* on page 10

Overview

The *PalacePresents Moderator* allows you to set up and run large-scale events such as meetings, conferences, guided web tours, live interviews, lectures and other “one-to-many” interactions. These events occur on a multipurpose “stage” that is hosted on your existing Palace server, appearing in a separate window from the Palace client. The moderator allows you to control every aspect of these events, from showtime and participant notification to security and web-based “slideshows.”

The Moderator software is downloaded with your Palace NT server. You install the Moderator DLL to your Windows 95/NT client, and then run it as a Palace client plugin, connecting as a wizard to your Palace NT server.

The Moderator stage appears in the interface of the *PalacePresents Viewer* (available separately from The Palace Inc.). The *Viewer* allows audience members to view *PalacePresents* events, and to send their questions or comments to the moderator (you, or a wizard at your Palace). The *Viewer* is used by the presenters, or special guests onstage, to speak to the audience.

NOTE – To use the PalacePresents Moderator, you must be a wizard (or god) at the Palace where the event will be run.

Why use PalacePresents?

If you've ever run a large event in your Palace site, you know how tricky it can be: the constant coming and going of members and guests can disrupt even the best organized plans, and the animations and effects in your coolest rooms can suddenly become extremely distracting. If you've ever tried to deliver a speech or do a Q-&-A session online, you've probably been equally frustrated: threaded dialog can be easily lost in the general chatter of a crowded room. To make a Palace-based event truly effective, you need a way to control the flow for those who are interested, while leaving your site available as usual for those who aren't.

Until now, there was no easy way to do both of these things at once. *PalacePresents* addresses this problem, giving you the best of both worlds. The principal reasons for running events via *PalacePresents* -- as opposed to your Palace site proper -- include the following:

- Hundreds of participants can participate in a *PalacePresents* event, as opposed to the ten or twenty users you can squeeze into a single Palace room.
- Once a user enters your event via the *PalacePresents Viewer*, they can always see it, no matter which room they move to in your Palace.
- Audience participants can simultaneously interact in both Palace-Space (i.e. within your Palace site proper) and in Stage-Space (i.e. onstage or speaking to those onstage) simply by typing into the appropriate box.
- The *PalacePresents Viewer* contains its own scrolling transcript window. This makes it much easier to separately keep track of event-related dialog and local chat —since they literally occur in different places!
- *Moderator* functions allow pre-screening of audience-supplied dialog, which keeps presenters from getting “swamped” with questions and comments.
- *Moderator* functions are an extension of *wizard powers*, allowing you to restrict access to individual users, or via password, without disrupting the normal flow of Palace traffic. These functions also allow you to remove users from events in progress without kicking them off the Palace site itself.



PalacePresents Viewer

PalacePresents events may implement sound, video, or other multimedia elements using applications such as Progressive Networks' *RealAudio*. Web pages containing these multimedia elements are displayed within the *Viewer* interface. The **Stop** button (shown in this picture) is an example.

The moderator may take audience participants on a tour of the web using the Slideshow functions while the event continues in the *PalacePresents Viewer*. For users of Microsoft's *Internet Explorer*, these pages can be displayed within the viewer interface as well (like the bottom third of the preceding picture); otherwise they will appear within the user's default browser (in a separate window).

Getting started

This section describes everything you need to know to get your PalacePresents events up and running.

What you need

To use the *PalacePresents Moderator*, you must be running the 32-bit Palace client for Windows, version 3.0 or better (available separately from the Palace website). This software requires a 486 or better with at least 8 megabytes of RAM; running the *Windows NT* version 4.0 or newer or the *Windows 95* operating system; and a 256-color or higher display (a minimum screen resolution of 800x600 is recommended, but not required).

Although The *PalacePresents Moderator* does not need to run on the same physical computer as your Palace server, you do need wizard-level access to the Palace site hosting the event.

Installing the Moderator

The PalacePresents Moderator is distributed with your Palace Server, and is installed with your NT server software. The Moderator installation file is called `PalacePresentsModeratorversion.exe`. Move this file to your Palace client machine if the client is on a different computer.

To install the Moderator, double-click the `PalacePresentsModeratorversion.exe` file. The installation program installs the `PalacePresents Moderator.dll` file and a `README` file into your Palace client's existing `\Plugins` folder (located inside your `\Palaceclientroot` folder); if such a folder does not exist, one will be created. This file must remain in the `\Plugins` folder to operate.

Launching the Moderator

1. From your Palace client, select **Options, Wizard Mode**.
2. Enter the wizard password for the server you are connected to.
3. Select **Plugins** from the Palace client's menu bar.
4. From the **Plugins** menu, select **PalacePresents moderator:Load**.
5. The Moderator console starts.

For information on the Moderator interface and running events, see *The PalacePresents Moderator Interface* on page 11. A QuickStart is also available; see *Quick Setup* on page 33.

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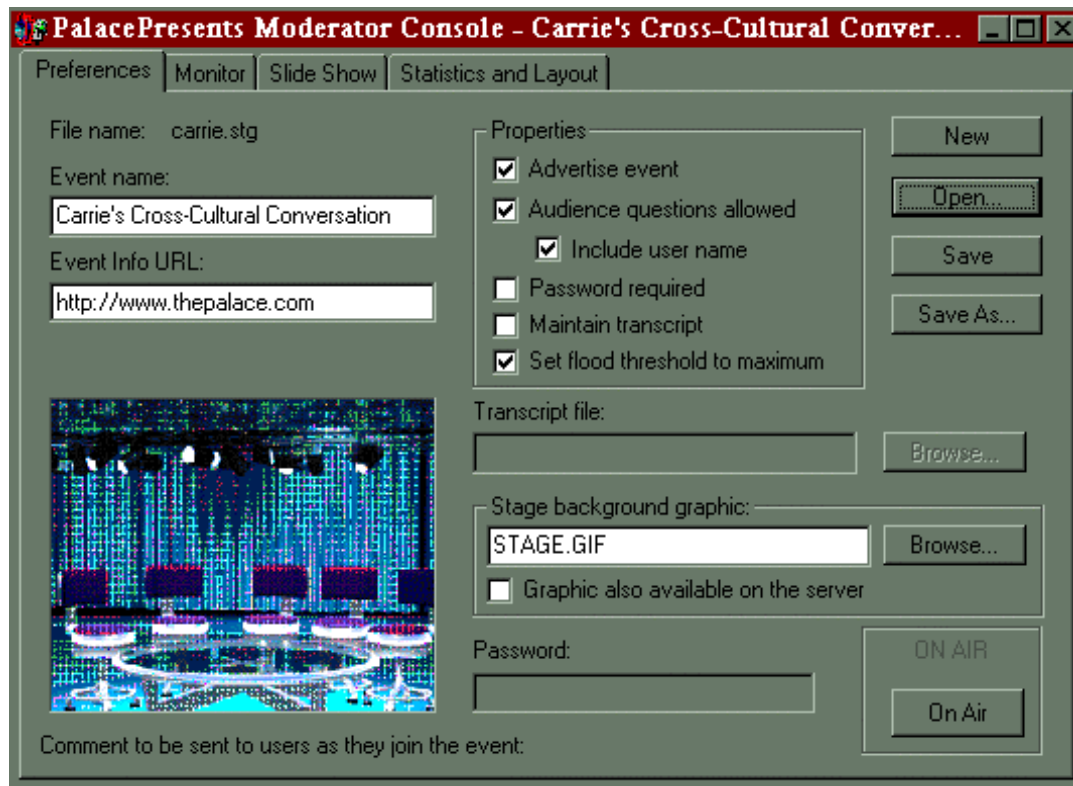
The PalacePresents Moderator Interface

This section describes the Moderator's console interface. The console interface allows you to create a stage and specify its characteristics. The same interface is used to moderate events in real-time. Stage characteristics and Moderator functions are divided into four categories, represented by tabbed panels:

- *The Preferences Tab* on page 11
- *The Monitor Tab* on page 15
- *The Slide Show Tab* on page 19
- *The Statistics and Layout Tab* on page 21

The Preferences Tab

The functions on this tab allow you to set up the stage for your event, which can be saved as a `.STG` file on your hard drive for later use. Here you can create a new stage, give it a name, set its security levels, designate its background art, set the event info URL, and save a record of the event. You can create and save any number of stages ahead of time.



The Preferences Tab

This tabbed section has the following fields and buttons:

New

This button clears all stage characteristics from this tab and the **Slide Show** tab, effectively creating a new stage object (similar to creating a new document in your word processor). You can save the stage characteristics by clicking **Save** or **Save As**.

Open

This button allows you to load a previously-saved set of stage characteristics (similar to opening an existing document in your word processor). This allows you to use a stage that was set up and saved prior to the event via **Save** or **Save As** buttons, or to reuse existing stages for different events.

Save and Save As

These buttons allow you to save the currently-specified stage characteristics to a file for later retrieval via the **Open** button. This lets you set up information for an event ahead of time and then recall those settings when you're ready to start the event. Stages are stored in a binary format known as a `.STG` file, which can only be read by the PalacePresents Moderator. By default, stages are stored in your `\Palaceclientroot` folder, although you can store and retrieve them from anywhere.

Event Name

Here is where you enter the name you want to give your event (or stage). This text string will be sent to users who have the PalacePresents Viewer when your event goes on the air (or when such users connect to your server while an event is running).

Event Info URL

This textbox allows you to enter the URL of a web page where users can learn additional information about your event. Anything at all could be on this page, which is displayed in the lowermost frame of the PalacePresents Viewer interface.

Advertise Event

When this option is checked, all users with the PalacePresents Viewer will be shown a special advertisement dialog box for your event whenever one of the following things occurs:

- They enter your Palace with their PalacePresents Viewer loaded while your event is occurring,
- They load the PalacePresents Viewer while your event is occurring,
- They have the viewer loaded and are in your Palace when an event starts.
- They select **Join an Event** from the **Plugins** Menu while your event is occurring.

The default for this option is **on**. This option should be left unchecked while you are setting up a new event: This way no one will be aware of what you're doing, even if you go on the air for test purposes (see below). Another reason to leave this option unchecked would be to run private, password-protected or invitation-only events.

Audience Questions Allowed

When this option is checked, audience participants (users who are running the *PalacePresents Viewer*) can submit questions to the stage. These questions are sent first to the moderator, who can select those that will actually be forwarded to the presenter(s). When this option is unchecked, users can view the event but cannot ask questions or make comments.

Include User Name

When this option is checked, questions or comments appearing onstage are prefaced with the name of the person who asked them. For example: `Todney says: Who's this Alfredo guy?`

Password Required

When this option is checked, the **Password** field at the bottom of the dialog will activate, allowing you to type in a password. After that, all users who wish to participate in the event must enter the password before being allowed to view the stage. When this option is unchecked, no password is required. The default is not checked.

Maintain Transcript

When this option is checked, the server maintains a transcript of all conversation that occurs on the stage (typed dialog only, not any audio or other multimedia information). When this option is unchecked, no record is kept.

Set flood threshold to maximum

This option reserves extra processing cycles on The Palace server for the moderator function. It is provided only as an advanced option and should be left in its default on state.

Transcript File

When **Maintain Transcript** is checked, this field is used to specify the name (and path) of the file that will store a transcript of the event. You can click **Browse** to search for a file location.

The Transcript File is saved in ASCII format, and may be read by any text editor. The following is an example of the Transcript format:

```
*** Logfile started: 03/04/97 12:22:49

12:22PM Moderator:Hi! This is me, saying something!
12:42PM Moderator:Event Statistics:
12:42PM Moderator:Total attendance: 0
12:42PM Moderator:Maximum audience size: 1
```

The Transcript File Format

Stage Background Graphic

This field allows you to specify the name of the .GIF file that will be used as the background for the stage window. To avoid unwanted dithering and colorshifting, this image should use the standard Palace Palette (also known as the M&M Palette); this palette can be extracted from any of the original Mansion .GIFs (for example, the PGATE.GIF in the /media/pictures directory of the Palace client. Note that the PalacePresents stage is 256 x 192 pixels in size: this is half as wide and half as high as a normal Palace room. You can click **Browse** to search for the file.

Graphic also available on server

Check this if the stage background graphic is available on your server. For performance reasons, it is best to place the stage graphic on the Palace server. Older Palace Software will require the background graphic left on the *Moderator*.

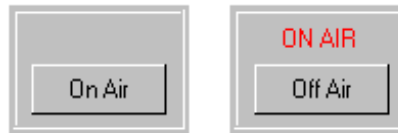
Password

If the **Password Required** checkbox is checked, use this field to specify the password users must type before connecting to the event.

NOTE – You must click **Apply** to activate the password.

Apply

This button causes any changes you have made to be locked in for the current stage. This can be especially useful against rude or obnoxious users; the moderator can change the password, *Apply* the change, and kick the intrusive individual out. Since the password will have changed, the annoying user will not be able to re-enter the event.



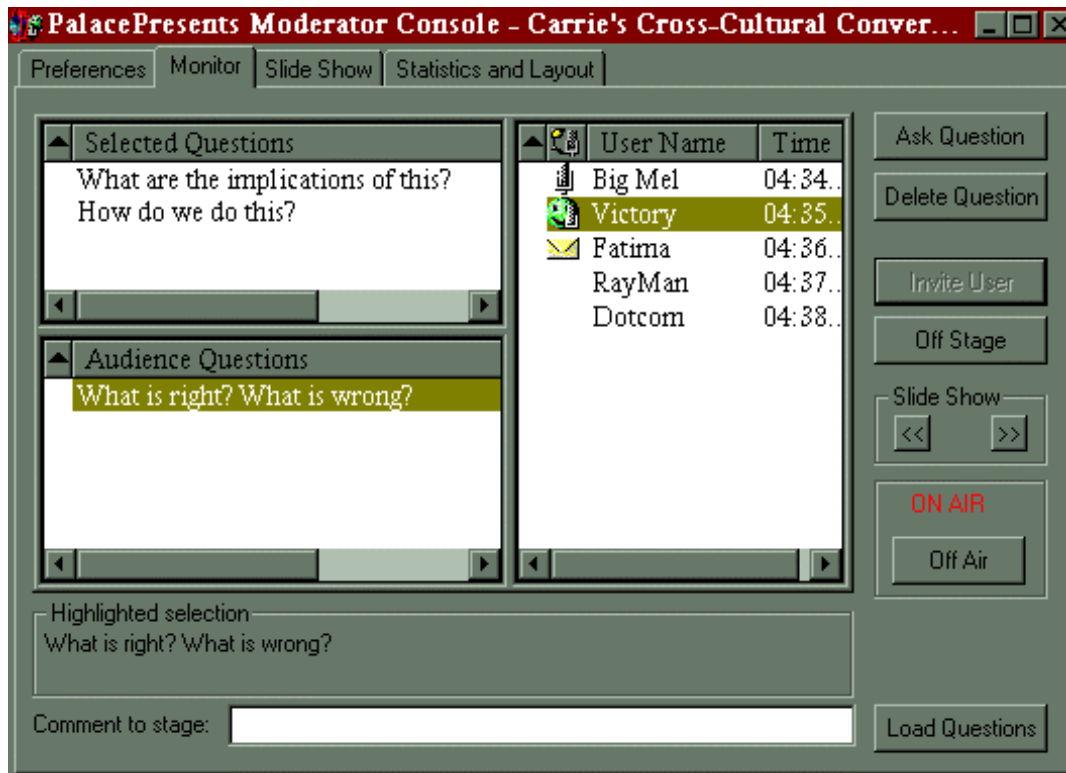
This button possesses two states: On Air and Off Air

On Air / Off Air

This button allows you to start and stop the actual event. The button possesses two states, as shown below. When you click **On Air**, the **On Air Light** goes on (the words ON AIR appear in red). If the **Advertise Stage** option is checked, all users in your Palace (with the PalacePresents Viewer loaded) are invited to the event. When you click **Off Air**, the event will be discontinued and all audience participants will be disconnected from the stage. You will be asked to confirm this, and to see if you want to save records of the event, before the closing the stage.

The Monitor Tab

As explained previously, questions coming in from the audience are sent first to the moderator, who manages the event by controlling which questions and comments are actually sent to the stage. This tab contains the Moderator Functions allowing you (or a wizard at your Palace site) to perform these tasks. It also lets the moderator see who's viewing the presentation, invite people onstage, and remove them from the stage.



The Monitor Tab

This tab is dominated by three list boxes:

- One displays the names of all users viewing the event,
- Another lists all raw (unedited) questions from the audience,
- The third contains those questions that the moderator has selected from the raw list

This is an organizing mechanism that lets the moderator separate the conversation from the noise and maintain a good list of questions. These list boxes are configurable: they may be resized by dragging the partition lines of the three-way splitter window. Similarly, the columns within each list can be resized by dragging the vertical separator lines (between the column headers) from side to side. You can also make the entire dialog bigger by dragging the edges. In addition, you can sort the items on each list by clicking on the column headers (e.g.: to sort questions by user, click on the **User Name** header).

Selected Questions

This list displays any audience questions and comments that the moderator has selected, as well as the name of the user who asked the question, and the time that the question was asked.

You send a selected question to the stage from this list simply by double-clicking on it: The question will appear in a cartoon balloon located in the upper left corner of the stage (in the PalacePresents Viewer window). To delete the currently-selected question in this list, click **Delete Question**.

Audience Questions




This list displays all questions and comments sent to the moderator by audience participants, as well as the name of the user who asked the question, and the time that the question was asked.

You can move a question or comment from this list to the **Selected Questions** list simply by double-clicking on it. Note that the **Audience Questions** option on the **Preferences** Tab must be checked to allow audience participation.

- Click the **Load Questions** button to load pre-written questions into this list.
- Click the **Delete Question** button to delete the currently-selected question in this list.

User Name List

This list displays all users who are participating in the PalacePresents event, as well as the time they connected and their current user state. Possible user states include *Normal* (no icon), *Stage Invitation Requested*, *Stage Invitation Sent*, and *Onstage*. With the exception of Normal status, each of these user states has its own graphical icon, which appears in the left-most column of the list.

Icon	Description
	Stage Invitation Requested
	Stage Invitation Sent
	Onstage

In the Monitor tab screenshot, Big Mel has requested an invitation onstage, Fatima has been invited but has not yet responded to the invitation, and Victory is onstage. To select a user for some operation (such as inviting them onstage or kicking them off), simply click on their name in this list and select the button to the right.

Ask Question

Clicking on this button sends the currently-selected (highlighted) question to the stage. The question will appear in a cartoon balloon in the upper left corner of the *PalacePresents* stage. Note that this button is only enabled when a question is actually highlighted — in either the **Selected Questions** list or the **Audience Questions** list.

Delete Question

Clicking on this button causes the currently-selected question to be removed permanently from the list. This button is only enabled when a question is actually highlighted.

Invite User

Clicking on this button invites the currently-selected user up to the stage. Note that this button is only enabled when a user name is actually highlighted. The indicated user receives a message inviting them onstage. If they accept (by clicking yes), they will appear in the stage window for all to see. As mentioned previously, onstage participants can talk both in the PalacePresents and in the Palace room they are in; in fact, they are actually in two places at once. A special onstage prop is placed on their avatar in The Palace proper, indicating their status to other users.

Remove User / Offstage

The function of this button varies depending on whether the currently-selected user is onstage or in the audience (the user's name must be highlighted in the **User Name List**). If the currently-selected user is onstage this button reads **Off Stage**, and clicking here will remove them from the stage. If the currently-selected user is in the audience this button reads **Remove User**, and clicking here will remove them from the event completely. This button is only enabled while a user's name is actually highlighted.

Slide Show Buttons

For more information, see *The Slide Show Tab* on page 19. In PalacePresents terms, a slide show consists of a series of URLs (web pages) displayed by the moderator, causing the browsers of all connected users to move from page to page on the World Wide Web. The Slide Show Buttons are used to control the show's procession through this list of URLs. The button marked << (backward) steps one URL backward in the list, while the one marked >> (forward) moves the group forward to the next URL in the list. You may want to use the Slide Show controls from the **Slide Show Tab** for better control.

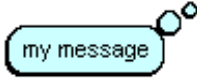
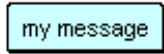

On Air / Off Air

This button allows you to start and stop the actual event. This button is placed under each tab.

Comment to Stage Input Box

This control allows the moderator to ask questions or make comments on-the-fly. It functions just like the input box in The Palace client interface: whenever you type something here (and press the Enter key) your text appears on the stage in a cartoon balloon just like a listed question.

The input box allows you to use special balloons just as you can in The Palace client. By preceding your text with one of the following characters, you can change the appearance of your cartoon balloon:

Balloon Appearance	Typed Character	Description
	: my message	This gives you a thought balloon (pictured at left), instead of the normal talking balloon.
	^ my message	This gives you a rectangular sticky balloon (pictured at left), which stays up until you move or say something else. Sticky balloons are useful for saying things like BRB (Be Right Back). They are also useful for posting a long piece of information (like an email address or URL), that you want to make sure everyone reads.
	! my message	This gives you an excited-looking spiky balloon (pictured at left). Useful for shouting.

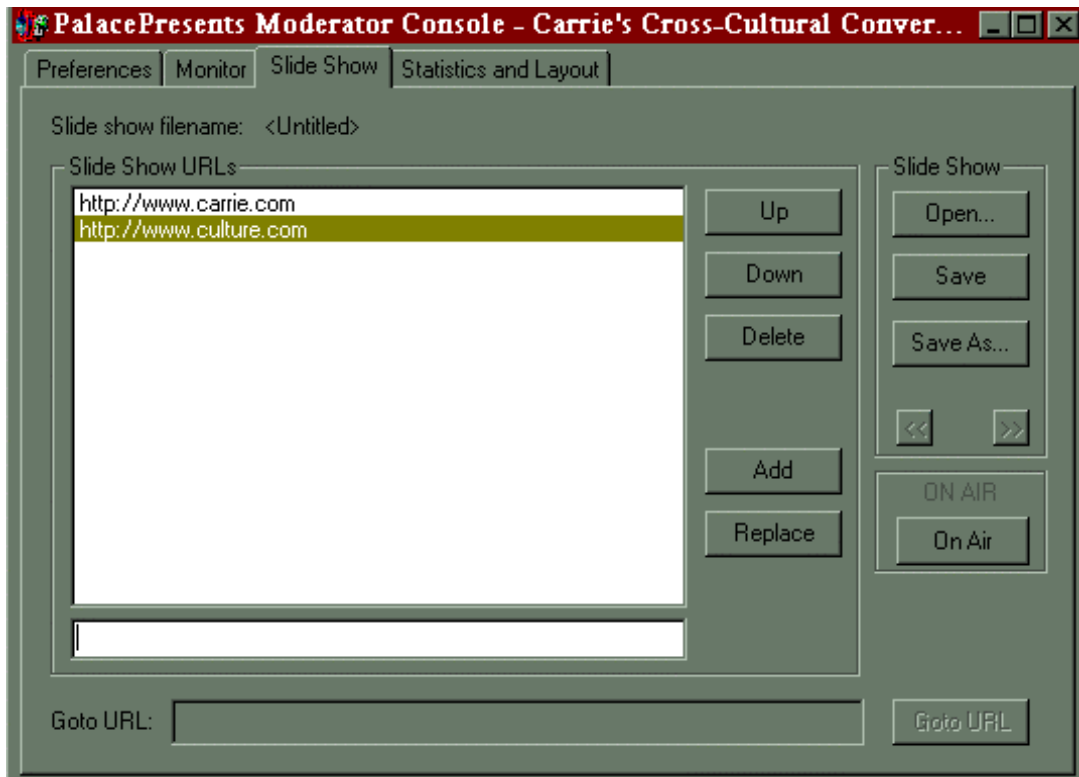
Load Questions

Clicking on this button enables you to browse your system for a prepared list of questions that will be automatically loaded into the *Audience Questions* list. The question file (that you may prepare yourself or ask presenters to supply you with) is simply an ASCII file with one question per line (separated by carriage returns).

The Slide Show Tab

A slide show is a series of URLs (typically web pages) that are displayed by the moderator, causing the browsers of all connected users to move from page to page on the World Wide Web. Users who have Microsoft's Internet Explorer installed may choose to view these slides in the PalacePresents Viewer window; otherwise they appear within the user's web browser.

The controls on this tab allow you to set up and control the flow of slide shows, load prepared lists of URLs, and save them to your hard disk for later use.



The Slide Show Tab

Most of this tab is taken up by a large list box labeled **Slide Show URLs**, displaying the list of addresses (web pages, generally). URLs can be added to this list either one at a time (by typing them into the input box beneath the list itself), or entire lists at a time (via the Open Button; see below). Double-click on a URL in this list to send that URL to all connected users for display.

Several of the controls on this tab are directly involved with the management of items on the list: these include **Up**, **Down**, **Delete**, **Add** and **Replace**.

Up

Moves the highlighted URL up one position in the list

Down

Moves the highlighted URL down one position in the list

Delete

Removes the highlighted URL from the list. The deleted URL appears in the input box below the list itself, giving you a chance to add it again if you change your mind or clicked the **Delete** button by mistake.

Add

Adds a URL you have typed in the input box to the list (the input box is located just below the list itself, to the left of the **Replace** button).

Replace

Moves a URL from the input box to the list, replacing the currently highlighted entry there.

Open

This button allows you to browse for a prepared list of URLs to load. This allows you to use a slide show that was set up and saved prior to the event, or to reuse existing slide shows on different occasions. The slide show file (which you may prepare yourself or ask presenters to supply you with) is simply an ASCII file with one URL per line (separated by hard carriage returns).

Save and Save As

These buttons allow you to save the current slide show to a file for later retrieval via the **Open** button. The default location for slide shows is in your `\Palaceclientroot` folder, although you can store and retrieve them from anywhere.

Slide Show Buttons

These buttons control the display of the listed URLs, incrementing or decrementing the currently-displayed URL. The button marked `<<` (backward) steps one URL backward in the list, while the one marked `>>` (forward) moves the group forward to the next URL in the list.

On Air / Off Air

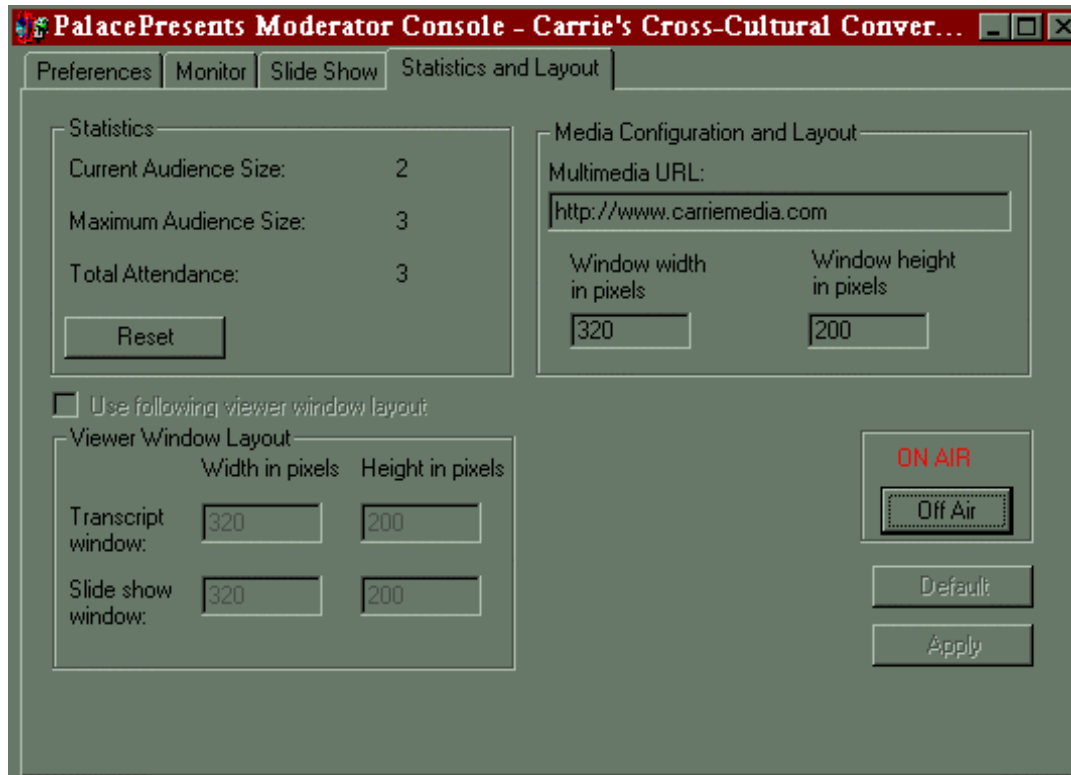
As described under *The Preferences Tab* on page 11, this button allows you to start and stop the actual event.

Goto URL Button

Clicking on this button bypasses the list, immediately displaying the URL you have typed in the **Goto URL** Input Box (that is located just left of the button itself).

The Statistics and Layout Tab

This tab provides you with audience statistics on the current event and sets up any media elements that users will see or hear during a *PalacePresents* event.



The Statistics and Media Configuration Tab

The statistics are updated as the event proceeds. Final statistics for the event are automatically appended to the end of the transcript file (provided you choose to save one).

Current Audience Size

Number of people currently connected to the event.

Maximum Audience Size

The largest number of people who were connected to the event at a single time.

Total Attendance

The total number of individuals who participated in the event (disconnecting and reconnecting counts only once).

Reset

Clicking on this button resets the **Maximum Audience Size** and **Total Attendance** statistics to zero.

Multimedia URL

For audio or multimedia events, this URL points to the page where the required multimedia components are found. For example: to provide background audio for your event, you could place the **Start Audio** and **Stop Audio** buttons (to control Real Audio) on a web page that is referenced here; this page will be then automatically

downloaded by every user entering your event. For users who have Microsoft's Internet Explorer, the multimedia page may be displayed directly within the PalacePresents Viewer; otherwise it will appear in the user's default web browser.

Window width in pixels / Window height in pixels:

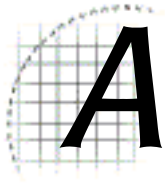
These controls set the size of the multimedia window that appears when the PalacePresents Viewer is launched (included in the splitter window of the viewer).

Apply

This button causes your Media Configuration changes to take effect immediately.

On Air / Off Air

This button allows you to start and stop the actual event. This button is located under each tab.



Tips for Moderators

This section presents some guidelines to keep in mind when running *PalacePresents* events.

Turn “Kill Flooders” Off

While moderating your event, you should turn off the “Kill Flooders” function: sending long blocks of text through the Moderator Console may cause you to be killed for flooding your own server. You can now set the flood threshold to maximum in *The Preferences Tab* on page 11.

Don’t Spread Yourself Too Thick

Although it is possible to run the moderator on the same computer as the Palace server itself (as well as your webserver and any multimedia servers involved in your event), it’s not a good idea unless your event is very small (or you possess hundreds of megabytes of RAM). Even running just The Palace server and the moderator (via the Palace client, of course) may cause some lag, especially when new users enter the event (this is due to the downloading of the background GIF in addition to the flow of conversation itself). If at all possible, you should run these programs on different computers.

Think “Visual Radio”

Thanks to its *Palace* heritage, including avatars and various types of multimedia, even a moderately-sized *PalacePresents* event feels very “live” and participatory, especially from the moderator’s point of view. This can be misleading, however. In certain ways, the *PalacePresents* stage is more like *talk radio* than *theater*, and might be considered “Visual Radio.” For instance: the role of the moderator is much like the role of the producer on a call-in radio show. And like listeners to a radio broadcast, audience participants in a *PalacePresents* event have no idea how many other listeners there are, or where they are, or what else they’re doing. To lessen this effect somewhat, you can take a look at the **Statistics Tab** once in a while and mention the current audience size.

Don’t Present while Moderating

(Most of our beta testers learned this one the hard way!) No talkshow host or TV reporter would try to play the role of producer while anchoring a live broadcast, and very few actors would dare to direct a production they were playing the lead role in. The same applies to moderators and presenters of *PalacePresents* events. There's a very good reason why these should be considered separate jobs: *it's nearly impossible to do both of them well at the same time!* If your event attains an audience of any significant size, the role of moderator will require your full attention. By concentrating entirely on *your* job, you allow the presenter(s) to concentrate entirely on theirs. The result will be a fast-paced, seamless, interactive experience for all.

Keep in Touch with the Presenters

While the event is going on, there may be times when you want to say something privately to the presenters, or vice-versa. Since everything's happening in realtime, it's a good idea to make sure you and the presenters have a constant means of private communication between you. One way to do this is to stay together in a private room in The Palace itself. Even if you're in separate rooms, you can still maintain contact via telepathy and whispering. If you and your presenters are located at different physical sites, you might even want to maintain telephone contact while the event is running. This will help make your event run smoothly.

Let the Preferences Suit the Event

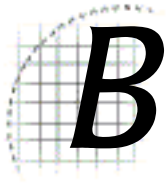
Different **Preferences** settings are better for events of different types. In general, for large events where the whole point is to hear the presenter(s) speak (such as a lecture, poetry reading or panel discussion), it's okay to turn off audience questions (at least until the Q&A part of the program comes around). If your event is structured more like a one-on-one broadcast interview, you might want to turn off audience questions and preload your own questions from a text file. See *The Preferences Tab* on page 11.

Run Background Audio

If you're running an event with live audio, it's a good idea to keep something playing softly in the background at all times. This allows participants to tell whether they're receiving the signal or not, even during lapses in the foreground conversation. Obviously, the audio selected for background purposes should be non-distracting. Soft music (without lyrics) is a good choice: classical, new age, ambient, "sounds of nature" recordings.

Provide Links for Required Software

If your event makes use of any special software besides *PalacePresents* (i.e., streaming audio, video, multimedia controls, Palace Plugins), you should prepare an HTML document with links leading to sites where all these products can be obtained. If there are detailed installation instructions for the software required, paste them into this page as well. You can display this page using the **Slideshow** or **Event Info** features. This will allow your audience participants to get what they need without continually interrupting the flow of the event to ask the same questions.



Multimedia-Enhanced Events

This section describes how to run multi-media events:

- *Overview on page 27*
- *“Canned” Media on page 28*
- *“Live” Media on page 28*
- *Linking Microsoft NetShow Live with PalacePresents on page 28*
- *Linking RealAudio Live Media with PalacePresents on page 29*
- *Configuring PalacePresents for multimedia events on page 30*

Overview

Provided your users possess the necessary software (players, plugins, component modules or “helper applications”), all web pages referenced in the **Slide Show List** and the **Multimedia URL** box may include multimedia elements such as MIDI files, Animated GIFs, MPEG and AVI files, etc. In addition, “live” media elements such as audio or video streams and interactive controls may also be used in these presentations. In general, if the user’s browser knows what to do with the media type, it can be experienced as part of your event.

This means that including multimedia assets in a *PalacePresents* event is as simple as creating a web page, and may be done in as many ways. The following sections describe a few of the approaches available.

“Canned” Media

“Canned” multimedia elements include animated GIFs, MIDI files, WAV files, MPEG and AVI files. These files will be played or displayed by the browser’s *plugins* or *helper applications*, just as they are when surfing the web. Note: the difference between a “plugin” and a “helper application” is that a plugin displays your media file directly within the web page, while a helper application opens a separate window to do the job. Both approaches will operate normally within the context of a *PalacePresents* event.

Note that if your event requires special software such as a plugin or helper application, your “Info About Event” page should possess links to sites where users can download the required programs.

“Live” Media

The *PalacePresents* software also supports “live” media elements for example, streaming audio, video, interactive and multimedia controls. To host such an event, you must first install software capable of generating and serving your live media. Microsoft’s *Netshow* and Progressive Networks’ *RealAudio* are two systems that let you do just that. The following sections show how to use these products to link live multimedia to your *PalacePresents* events. For complete information, on how to install the necessary server components to originate streaming content, see the following:

Microsoft *NetShow*

For beta versions of the player, see <http://www.microsoft.com/netshow/download/betaplayers.htm>

Microsoft *ActiveX*

<http://www.microsoft.com/activeplatform/actx-gen/actxovw.asp>

Progressive Networks *RealAudio*

<http://www.realaudio.com/>

Linking Microsoft *NetShow* Live with *PalacePresents*

```
<OBJECT ID="NSPlay" WIDTH=180 HEIGHT=35
  CLASSID="CLSID:2179C5D3-EBFF-11CF-B6FD-00AA00B4E220"
  CODEBASE="http://www.microsoft.com/netshow/download/en/
  nsasfinf.cab#Version=2,0,0,912">
  <param name="ControlType" value="1">
  <PARAM NAME="FileName" VALUE="http://server/filename.asx">
```

```

<!--This creates an ActiveX link to the NetShow player within your HTML
page. It automatically starts the filename. This works for Microsoft
Internet Explorer.-->
</OBJECT>
<br>

<a href="http://server/filename.asx">Netscape users click here to start
audio.</a>
<a href="http://server/filename.asx">Click here to download Netshow
Plugin.</a>
<!--This creates the links to the NetShow server. Either Netscape
Navigator or Microsoft Internet Explorer browsers can view this.-->
    
```

Sample HTML code

Once you have an existing NetShow server, create an HTML page referencing the NetShow server. Because Internet Explorer and Netscape Navigator view HTML code differently, and it's reasonable to expect people with both browsers will be attending your event, you should probably include both.

Using the ActiveX link takes considerably longer to load on the HTML page. You may want to place a warning on the page itself.

The above code creates different looking pages for Microsoft Internet Explorer or Netscape Navigator. Internet Explorer looks like this:



Netscape Navigator looks like this:



Linking RealAudio Live Media with *PalacePresents*

```

<OBJECT
  ID=RAOCX
  CLASSID="clsid:CFCDA03-8BE4-11cf-B84B-0020AFBCCFA"
    
```

```

HEIGHT=50
WIDTH=300>
<PARAM NAME = "AUTOSTART" VALUE="True">
    <PARAM NAME="SRC" VALUE="http://server/filename.ram">

</OBJECT>
<!--This creates an ActiveX link to the RealAudio player for Internet
Explorer within your HTML page. It automatically starts the filename.-->

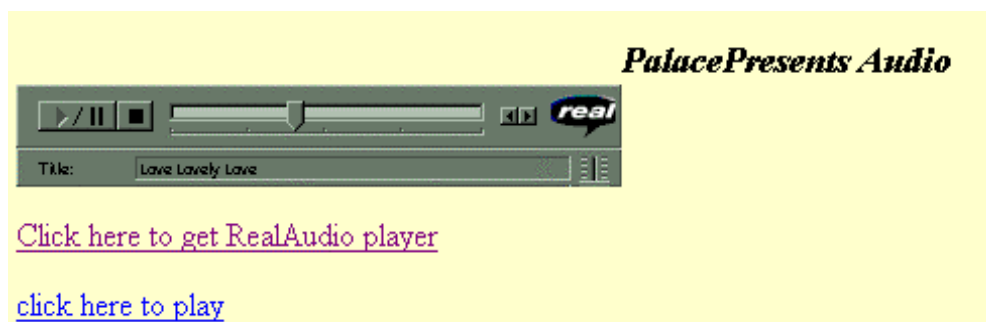
<a href = "http://www.real.com"> Click here to get RealAudio player</a>
<p>
<a href = "http://server/filename.ram"> click here to play</a>
<!--This creates a link to the RealAudio player and a RealAudio file.
Either Netscape or Internet Explorer will work here.-->

```

Sample RealAudio HTML code

Using the ActiveX link takes considerably longer to load on the HTML page. You may want to place a warning on the page itself

The above code creates different looking pages for Microsoft Internet Explorer and Netscape Navigator. Internet Explorer looks like this:



Netscape Navigator looks like this

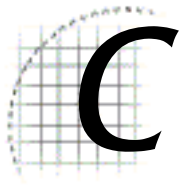


Configuring PalacePresents for multimedia events

1. Click the **Statistics** and **Layout** tab.



2. Type the URL (web page address) for the HTML page you just created in the Multimedia URL box.
3. Enter the multimedia URL window size in pixels in the Window width and height boxes.



Quick Setup

These steps will guide you through a basic installation and configuration of the *PalacePresents Moderator*:

- *Install* on page 33
- *Configuration* on page 34
- *Setting up a Slide Show* on page 34
- *Displaying your Slide Show* on page 34
- *Running the Event* on page 35
- *Checking your Statistics* on page 35
- *Using NetShow or RealAudio* on page 35

Install

See *Installing the Moderator* on page 10 for details.

1. With your Palace server registration number, you also receive the *PalacePresents Moderator*.
2. In your NT Palace directory, find the file `PalaceModeratorn.exe`. If your Palace client is on a remote machine, move this file to that machine.
3. Double-click the Moderator installation file to start installation, and follow the instructions.

Configuration

See *The PalacePresents Moderator Interface* on page 11 for details.

1. Make sure The Palace server is running.
2. Start The Palace client. Connect to your Palace server.
3. Enter wizard mode by selecting **Options, Wizards**. Enter either the wizard or god password.
4. Select **Plugins, PalacePresents Moderator, Load**. The PalacePresents Moderator Console now comes up.
5. In the **Preferences** Tab, enter the Event Name. Although the Event Name is not a required field, it is highly desirable.
6. The other fields here are optional. For more information on them, see *The Preferences Tab* on page 11.

Setting up a Slide Show

See *The Slide Show Tab* on page 19 for details.

1. Click the **Slide Show** tab.
2. In the box under the Slide Show URL box, enter the URL you would like to add to the slide show.
3. Click **Add**.
4. Repeat steps 2 and 3 for each web page you would like to display.
5. To change the order that you will display the page, highlight a URL and click the Up or Down arrow buttons.

Displaying your Slide Show

See *The Slide Show Tab* on page 19 for details.

1. Click the **Monitor** tab.
2. Click the << or >> keys to change to the next or previous slide show web page on the computer viewing the event.

Using NetShow or RealAudio

See *Linking Microsoft NetShow Live with PalacePresents* on page 28 or *Linking RealAudio Live Media with PalacePresents* on page 29 for details

1. Click the Statistics and Layout tab.
2. In the Multimedia URL field, enter the URL of the web page that you set up to provide *NetShow*, *Real Audio*, or *ActiveX* content.

Running the Event

See *Launching the Moderator* on page 10 for details.

Click the **ON AIR** button. This button is under each tab.

Checking your Statistics

See *The Statistics and Layout Tab* on page 21 for details

Click the **Statistics and Layout** tab. From here you can check:

- Current Audience Size.
- Maximum Audience Size
- Total Attendance

