



SSCM Video Conference Checklist and Planning Guide

<i>Topic</i>	<i>Notes</i>
Date/time of Conference:	
Topic of Conference:	
Conference web site:	
Streaming web site:	
Details on presentation:	

Local Site Location:	
Coordinator/Phone:	
Technical Contact:	Donna Montella or Kerry Carlson
Connection Speed:	
IP Number:	
Phone number during event:	

Remote Site Location:	
Coordinator/Phone:	
Technical Contact/Phone:	
Connection Speed:	
IP Number:	
Phone number during event:	

Details	Horodnicki Media Center
Who initiates the call and at what time?	
Test call/Event connection time/Practice	
Determine arrangement if technical problems occur	
Cost	

Things to do at your school before a videoconference:

Consider room arrangement and lighting	
Develop a backup plan in the event of technical difficulties	
Create a basic script and practice	
Decide protocol/How questions will be addressed	

Things to do the day of the Videoconference:

Set up equipment	
Arrange room/Consider location signage	
Determine camera settings	
Have contact information on hand	
Begin with introductions	
Remind audience of videoconference tips	

Tips for an Effective Videoconference

- Familiarize yourself with the videoconference system
- Begin with introductions on both sides
- Have a facilitator repeat any question from the audience
- Maintain eye contact
- Show interest in all participants (local and remote)
- Move and gesture slowly, smoothly
- Maintain camera positioning; presenter(s) and audience need to see each other
- Speak in a strong clear voice
- Despite any problems that may occur, maintain enthusiasm towards the technology
- Remind audience of microphone
- Do not assume remote site cannot hear you if you cannot hear them
- At conclusion, avoid speaking until you know the other side has disconnected