



VIDEOCONFERENCES: TIPS FOR SUCCESS

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Tips for Participating Sites

1. Advertise the videoconference. Personally invite potential attendees.
2. Be sure the room is ready for the videoconference (e.g., blinds drawn, lights on, computers available, if needed, for hands-on activity and equipment ready for the call).
3. Arrange with the building office to switch off any bells or announcements.
4. Program camera presets.
5. Position the microphones close to where the participants will be seated. Check that the audio levels are correct, then mute the microphone.
6. Make sure all participants understand the icon for audio mute and understand they can be seen when someone at their site is speaking.
7. Duplicate all handouts prior to the videoconference.
8. Provide snacks and drinks for all participants.
9. Set the video recorder to record the session.
10. Provide Continuing Education Units or college workshop credit.

Tips for Experts

1. Use both sound and vision.
2. When showing computer screens, make sure the font is as large as possible. This makes it easier for participating sites to read the screens.
3. Don't whiz through the *PowerPoint*[®] slides. Even though the participating sites are muted to keep down noise, they need time to absorb. Go slowly.
4. Make sure that all diagrams and illustrations are big with bold, black lines.
5. Keep the text-only *PowerPoint* slides to a minimum. Use visuals as much as possible. You need greater clarity in the video conference environment.
6. Zoom the camera in on posters, papers and diagrams.
7. Frequently ask for questions and feedback from participants to keep them engaged.
8. Switch camera between computer screen and presenter to vary the presentation.