

# Program Development and Evaluation



Program Development and Evaluation  
University of Wisconsin-Extension  
432 North Lake Street  
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[www.uwex.edu/ces/pdande.html](http://www.uwex.edu/ces/pdande.html)

## Guidelines for Facilitators of Satellite Videoconferences

### EXERCISE 2: Delegate

Many roles and responsibilities are involved in hosting a videoconference. It is wise to select several people to assume specific responsibilities for your site.

**1. Site Coordinator:** Selects and schedules equipment and rooms, set-up/lay-out of room, orders refreshments, schedules equipment, duplicates material, etc.

NAME \_\_\_\_\_

**2. Site Facilitator:** Interacts with the videoconference broadcast material, introduces the material, facilitates participant interaction. Personally greets participants, assists them with their learning and helps to plan and teach additional content at the local level.

NAME \_\_\_\_\_

**3. Technical Assistant/Technician:** Assumes responsibility for equipment operation. Troubleshoots, as necessary, with technical support personnel.

NAME \_\_\_\_\_

**4. Registration Assistant:** Registers individuals before the conference and on-site the day of the conference. Sends confirmation letters and maps to those pre-registered.

NAME \_\_\_\_\_

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