

## Program Development and Evaluation



Program Development and Evaluation  
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[www.uwex.edu/ces/pdande.html](http://www.uwex.edu/ces/pdande.html)

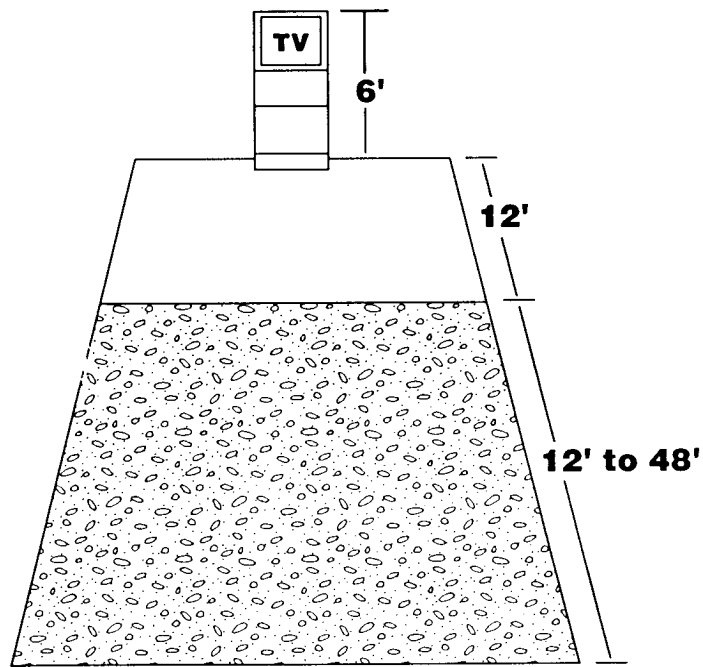
# Guidelines for Facilitators of Satellite Videoconferences

## EXERCISE 4: Suggested Room Layout Guidelines

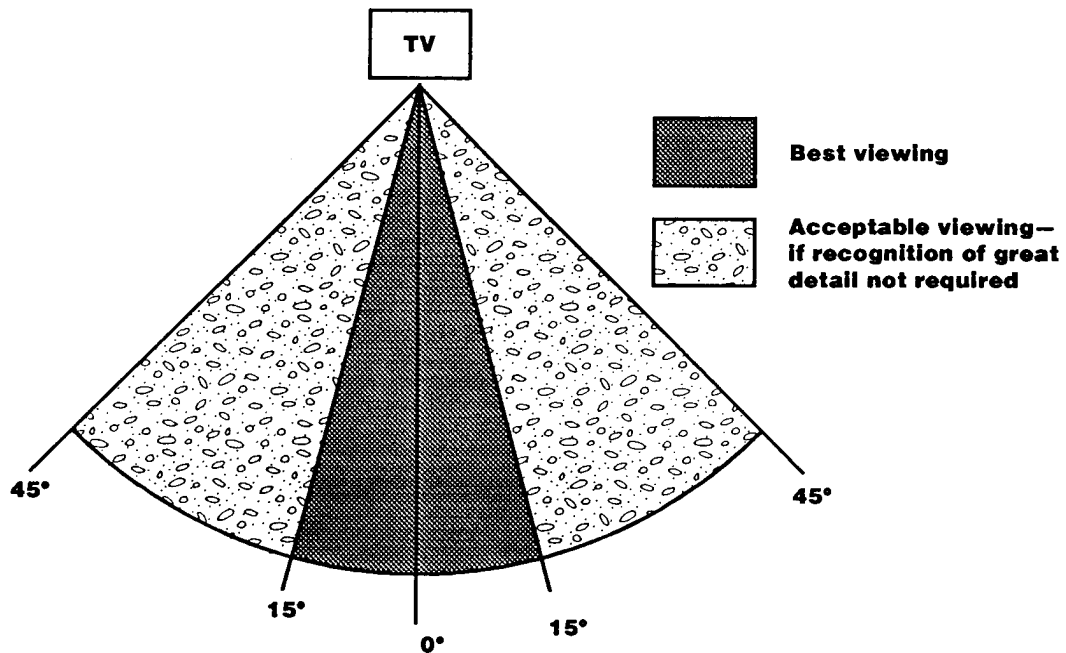
When planning room layout for a satellite videoconference, consider the range of activities that need to take place at the local learning site. Participants will be engaged in viewing, writing, reading, referencing a variety of resources, thinking, interacting, eating, drinking, stretching and moving about. At a minimum, that requires use and strategic placement of tables, chairs and television monitors. The following guidelines and diagrams can help with room layout and equipment considerations.

To determine the best size and placement of TV monitors or video projection systems use the following guidelines:

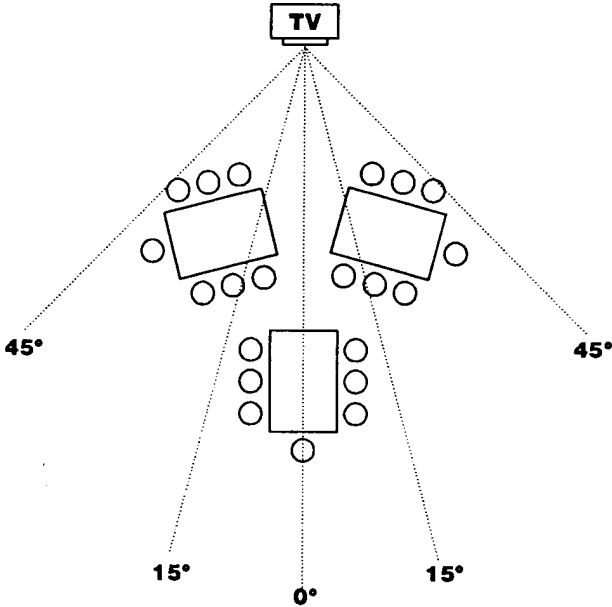
1. **Number of viewers per TV monitor**-Plan on 1 inch of screen size (measured diagonally) per viewer. Therefore a 25-inch TV monitor would best accommodate up to 25 people. A group of 50 is best accommodated by two 25-inch TV monitors or by a video projection unit.
2. **Proper viewing distance**-The best distance for viewing a TV monitor or projected image is between two and eight times the picture height. For example, a TV monitor 6 feet from the floor would be best viewed between 12 and 48 feet away from the screen. (6 feet x 2=12: 6 feet x 8=48)



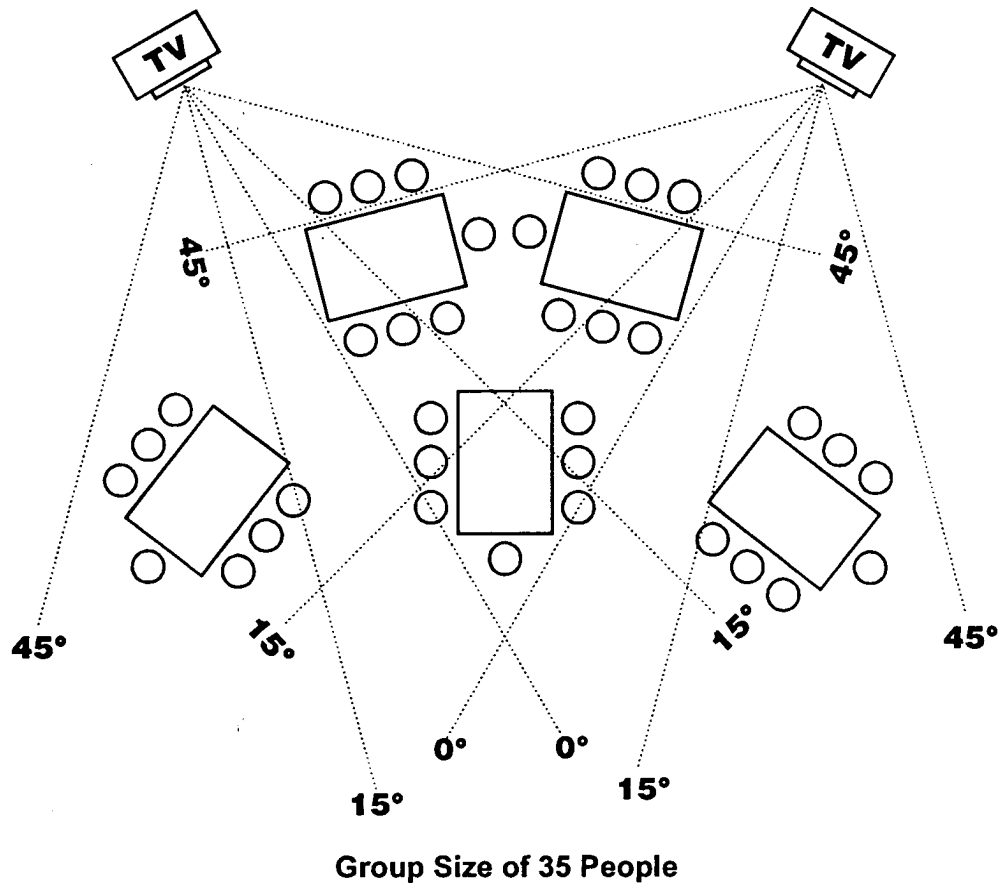
3. Best viewing angles-The best viewing locations to the right and left of the TV monitor are contained within the viewing angles of 15 degrees on either side of 0 degrees. If viewing does not require recognition of great detail (i.e. reading a graph) an acceptable viewing angle of 45 degrees from 0 degrees can be used.



The following two diagrams demonstrate how to observe recommended viewing angles when arranging tables, chairs and TV monitors for groups of 21 to 35 people.



**Group Size of 21 People**



For additional information, contact: Program Development and Evaluation, University of Wisconsin-Extension, 432 North Lake Street, Madison, WI 53706  
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