

## Program Development and Evaluation



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

# Guidelines for Facilitators of Satellite Videoconferences

Transcript\* of the video/audio clips

## The Day of the Videoconference

**14. Before the videoconference begins, direct participants to their seats and have formal introductions. Orient them to the building facilities and the material in their participant packets. Point out the objectives, the agenda and describe the process for submitting questions, via fax or telephone to the broadcast.**

**Joan Cybela, Distance Education/Instructional Design Specialist  
University of Wisconsin-Extension:**

Several significant things need to happen. Each impacts the educational value of this learning experience for the learners.

### **First: Get Acquainted**

First, participants need the opportunity to get acquainted with you, with other facilitators or resources persons, with each other and with the learning environment, such as locations of restrooms, telephones, refreshments and the exhibits, etc. It's a nesting-in of sorts and the brain's way of confirming that this is a good place to be.

### **Second: Prepare Participants for Learning**

Second, you'll help to prepare participants for learning, by reviewing with them the materials, specifically program goals, learning objectives, biographies of presenters, overview of content, note-taking guide, learning activities, supplementary resources or readings, protocol for interacting via phone or fax with videoconference presenters and completing the evaluation form.

\*Transcript edited for continuity and clarity.

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