

# Videoconferencing Quicklist for Programs or Sessions

**“Professionalism is shown in the same way it is shown in a traditional classroom, through careful preparation and delivery, allowing one's personality to show.”**

**(Alan D. Johnson - Academic Dean at  
Anoka-Hennepin College, Anoka, MN)**

## **A “Quick 3” Checklist – getting ready for your VC session**

- Avoid wearing white, large prints, plaids or sharply contrasting stripes
- Focus your energy and eliminate distractions
- Communicate with all technical/site personnel; send materials to sites

## **A “Quick 10” Checklist – your VC session**

- Make certain that your Powerpoint slides have been loaded into the console computer and that the slides have been brought to the desktop.
- Check the camera presets on the Touch Panel for both the Presenter and Audience - and test your mic.
- Place your Session visual on the document camera while remote sites are being brought on by ICS operations.
- At your scheduled session time, touch the “camera button” on the Touch Panel for a shot of you. Speaking in a natural and clear tone of voice, rotate sites, asking each site coordinator to respond to you.
- When a participant speaks at your site, touch the “camera button” on the Touch Panel for a shot of the participant.
- When you are assured that all sites are on and can be seen and heard, welcome everyone and review your Agenda and Protocol. Make sure that you tell all sites to mute their mics throughout the session, unless someone is speaking.
- If there will be Q & A or other types of interaction during the session, go over the “ground rules.” Be very specific with your instructions.
- Maintain eye contact throughout the session by speaking to the camera. If you have participants in your room, look at them periodically, to balance your attention.
- If you are using Powerpoint slides, rotate between a shot of you and showing your slides.
- If you experience any problems, implement your Contingency Plan and call the Help # on the room or cell phone.