

# **VC Quicklist #1**

*Successful videoconferencing requires comprehensive planning  
These checklists will provide you with quick rundowns for the  
critical areas of videoconferencing.*

## **Identify the Videoconferencing Team**

- Identify those who will be working with you
- Identify functions that need to be carried out
- Establish a timeline and hold planning meetings to meet the timeline
- Market your session internally and/or externally

## **Schedule Sites, Rooms and Integrate Support**

- Schedule sites
- Acquire information about sites and site equipment
- Copy your technical staff and keep a copy
- Identify Site Coordinators
- Work with Site Coordinators for appropriate room setup
- Prepare a Site Coordinator Instruction Sheet
- Communicate with Site Coordinators about the session
- Send participant materials to Site Coordinators to arrive several days prior to the session
- What additional support is needed: resource support, content support, support for special needs

## **When Scheduling the Bridge, Ask:**

- What is the type of unit?
- How many ISDN lines are there?
- Is the network dial-up or dedicated?
- What is the video number to call?
- Does the room also have an audio number?
- What equipment is at the site?
- What type of conference will it be - continuous presence or voice-activated?
- Who is the technical person and what is the contact #?
- Who is the carrier?
- Does the connection work both calling in and calling out?  
(test both ways)

## **Personalize for Participants**

- Acquire Information for personalization
- Prepare a Welcome Letter to accompany materials

- Plan, design and collate materials for sending
- Use Name Tags with large “first name” printing
- Establish Protocol and Learner Responsibility
- Prepare an “Ice Breaker”
- Prepare a Videoconferencing Orientation
- Give prompt feedback

## **Design**

- Look at Overall Content and Objectives
- Decide on Content and Objectives for each session
- Think Interactively and Visually
- Chunk each session into 10 to 15 minutes Modules
- Follow the process of: Preview, Present, Apply, Review
- Integrate appropriate Interaction Activities and Visuals (see the Spectrum)
- Balance the Interaction Activities (see Pyramid)
- Prepare Contingency Plans
- Practice! Practice! Practice!

## **Graphics**

- Use a Horizontal Format - a 3 x 4 unit ratio
- Keep it Short and Simple - limit to 7 lines
- Make it Large - good font sizes are 38-60
- Use Graphics appropriately
- Use Color carefully
- San Serif fonts are crisp and clear
- Busy fonts distract
- Be sensitive to balance - about 30 visuals per hour

## **Media Tools and Graphic Mix**

- Keypad
- Unit camera
- Document camera
- Auxiliary camera
- Videotape and audiotape
- Slides and photos
- Objects
- Computer for Powerpoint, WWW and Internet
- CD-ROM

## **Print Materials**

- Session Announcements
- Syllabus, Agenda and/or Storyboard

- Handouts
- Online Materials
- Obtain Copyright - Copyright Clearance Center: [www.copyright.com/](http://www.copyright.com/)

### **Presentation Tools and Skills**

- Eyes, voice, ears, gestures, interaction, media
- Set an upbeat tempo
- Look into the camera/monitor
- Think about camera angles and plan your presets
- Stay within the camera range
- Use voice variety
- Balance attention to sites
- Listen carefully to what is being said
- Repeat or rephrase questions
- Make notes to be referenced
- Use repetition and summary
- Consider what you're wearing
- Check room to avoid distractions

### **Feedback and Evaluation**

- Integrate Feedback
- Expand Evaluation to cover: participant evaluation, instructor evaluation, content/print evaluation, site and coordinator evaluation and technology evaluation
- Consider the four levels of evaluation: reaction, learning, behavior/skill application and impact or results