

Preparing for a Videoconference

You should receive this document after submitting a reservation for a videoconference with your department's designated scheduling contact. By following the guidelines below, you can help us ensure quality technical support for your event.

At least a week before your event

Once your request for a videoconference has been processed and room reservations made, the technical support staff at each site will coordinate their efforts. Through your department, they will send you a confirmation email confirming the AV setup and the technicians assigned. You should review the list and make sure all your AV and technical needs are included. You will also receive a 'Tips for Videoconferencing' document at that time.

Prepare a run of show for your event. For example:

- 9:30 Introductions
- 9:40 Presentation using PowerPoint and document camera
- 10:15 Playing a short video
- 10:25 Breakout for small group discussion [does not need to be recorded]
- 10:45 Student presentations
- 11:30 Dismissal

Provide the run of show for your event to your department scheduling contact at least three days before the event.

Two business days before your event

The specific techs assigned to the event will review the run of show, and coordinate their efforts.

On the day of the event

Review the document "Tips for Videoconferencing".

Forty-five minutes before

Where room reservations allow, the technical staff will prepare the AV technology for the room about 30-45 minutes before the event.

During this time, the staff will familiarize you with the AV technology for the event (e.g. wireless microphone, computer, remotes, useful buttons on our control system, etc.). This is their last chance to provide you any technology that might not have been requested in advance.

The techs will also use this time to establish the videoconference connections and configure the audio and video settings at each site to the needs of your event.

Fifteen minutes before

By this point, we hope our preparation for your event will be complete, and you can feel comfortable focusing your energies on your event and its content

Five minutes before

Strike up an informal conversation with the remote site(s). This is one last chance to make sure everyone can hear each other. It's also a good way to establish that the remote locations are part of the conversation and get them used to participating.

If the event is being recorded, this is usually when the recording will start.

Good luck and thank you for working with us!