

Video Conference Checklist

Date of Conference: _____ Time: _____

Purpose: _____

Far End: _____

Static IP Address: _____

ISDN numbers: _____

Telephone number: _____

Near End: _____

Static IP Address: _____

ISDN numbers: _____

Telephone number: _____

Technical contact for site: _____

Phone Number for contact during Video Conference: _____

Well in advance:

- _____ practice using equipment
- _____ prepare lesson plan and materials and obtain copyright clearance if necessary
- _____ schedule a date and time for the Video Conference
- _____ arrange for remote facilitators, guest speakers, technical support, etc.
- _____ reserve equipment/room
- _____ consider how you will set up the room (background, cameras, clock, etc.)
- _____ for more than two sites (multipoint), schedule a bridge
- _____ develop a back-up plan in case of technical problems
- _____ schedule a practice session

One week prior to conference:

- _____ share your expectations with participants
- _____ make sure the remote site has necessary materials (such as PowerPoint notes)
- _____ share static IP, ISDN and telephone numbers and determine who will place the call
- _____ find out who to contact if there are problems
- _____ practice with remote facilitators

Day of Conference:

- _____ reboot system if necessary
- _____ arrange the room
- _____ connect with remote site 15-30 minutes prior to the meeting time
- _____ check audio, video, lighting, auxiliary equipment (document camera, VCR, etc.)
- _____ preview local camera angle and preset angles if possible
- _____ keep static IP, ISDN and telephone numbers handy during the conference
- _____ view yourself occasionally (make sure the other end can see whomever is speaking)