



## Videoconferencing Checklist

Date of Conference: \_\_\_\_\_  
Time: \_\_\_\_\_  
Purpose: \_\_\_\_\_  
Far End ISDN numbers: \_\_\_\_\_  
Far End telephone number: \_\_\_\_\_  
Local ISDN numbers: \_\_\_\_\_  
Local phone number: \_\_\_\_\_  
Technical contact: \_\_\_\_\_

### Well in advance:

- \_\_\_\_\_ practice using equipment
- \_\_\_\_\_ prepare lesson plan and materials and obtain copyright clearance if necessary
- \_\_\_\_\_ schedule a date and time for the telelesson
- \_\_\_\_\_ 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
- \_\_\_\_\_ share ISDN and telephone numbers and determine who will place the call
- \_\_\_\_\_ find out who to contact if there are problems
- \_\_\_\_\_ practice with remote facilitators
- \_\_\_\_\_ decide what to wear (avoid loud patterns, red, & white)

### Day of Conference:

- \_\_\_\_\_ 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 ISDN and telephone numbers handy during the conference
- \_\_\_\_\_ view yourself occasionally (make sure the other end can see whomever is speaking)