Facilitator Tips for Video Conferencing

Minerva Deaf Research Lab

July 5, 2012
Thank You

First of all thank you again for agreeing to be a facilitator at the 2012 Summer Institutes for Teachers with D/HH students!
Overview

- Important logistics
- Managing the room
- Know the technology
- Meals
- Final tips
Important Logistics

- Obtain information about the audience
- Remember your facilitator at the remote sites
- Send handouts in advance
- Conduct trial run to remote sites
Important Logistics

- Obtain information about the audience
- **Remember your facilitator at the remote sites**
- Send handouts in advance
- Conduct trial run to remote sites
Important Logistics

- Obtain information about the audience
- Remember your facilitator at the remote sites
- Send handouts in advance
- Conduct trial run to remote sites
Important Logistics

- Obtain information about the audience
- Remember your facilitator at the remote sites
- Send handouts in advance
- Conduct trial run to remote sites
Preparation for the Presentation

- Plan to present less
- Plan for interaction
- Test visuals well in advance
Preparation for the Presentation

- Plan to present less
- **Plan for interaction**
- Test visuals well in advance
Preparation for the Presentation

- Plan to present less
- Plan for interaction
- Test visuals well in advance
Just Before the Presentation

- Arrive early
- Test everything
- Review the plan with Natalia & technicians
- Practice with the equipment
Getting off to a Good Start

- Take time (2-5 minutes) for the following introductory components
  - Welcome all the remote sites
  - Check in with each site and do a sound check
  - Establish friendly atmosphere
  - Set expectations for interaction
PowerPoint Slides

- Use sans serif fonts
- Use size 36 font or greater
- 5-6 words across and 5-6 words down
- Horizontal format
- Use contrasting colours
Using Overheads

- Rules on previous slide may apply but 32 size font may work
- Horizontal format
- Transparency film not needed
- Lay all visuals on stage and peel off one at a time
Be Aware of Your Space

- Cameras can be moved, but best if fairly stationary
- Microphones will only be at the podium
- One screen will show the remote sites, and the other will vary between you presenting and your visuals
Final Tips

- Clothing – solid pastel colours
- Announce your actions
- Technical issues
The challenge for the future!

Education. Rethought.

Thank You!

mdrl@ualberta.ca