

## *Planning a Conference*

- Schedule the conference and book the facilities (including MCU for multiple sites) as required.
- Set a date and conduct Videoconferencing training.
- Email agendas and other meeting materials to all participants prior to the conference.

## *Meeting Etiquette*

- Arrive at least 10 minutes early to do a quick technical check with each site, arrange seating and to allow time to practice using the remote control so that you can begin the meeting on time.
- Program the camera presets into the remote control (approx. 3 people per view for larger groups and 1 person per view for a few people) and create a quick diagram of the presets (put them on the board or flip chart).
- Open by reviewing session etiquette with all participants. Give a quick review of the following:
  - a. Speak with a confident voice
  - b. Allow a very slight pause prior to speaking for the camera and microphone to be adjusted (don't say "can you hear me")
  - c. Zoom in on speakers, otherwise show entire group (avoid excess camera motion)
  - d. Important: Mute the microphone when not speaking (remind all sites)
  - e. Raise your hand if you have a question or comment
  - f. Look into the camera when speaking to make "eye-contact"
  - g. Avoid distracting noise and motion
- Introduce participants, review objectives of the meeting and time allotted for the conference.
- Encourage participation from remote sites as well as from people in the room with you. Ensure you have some form of interaction within the first 10-15 min of session and throughout.
- Conclude on time, allowing a few minutes for wrap-up and good-byes.

## *Suggestions for Participants*

- Wear "videoconferencing-friendly" clothing. Avoid busy patterns and bright white.
- Be natural. Use a confident speaking voice. The microphones are very sensitive and will pick up your voice without you having to bend over or move them.
- Avoid side conversations and use the "mute" button on the microphone.
- Make eye contact with people on screen by looking into the camera. Feel free to look between the speaker, screen or TV and the camera.
- Limit movement and noise. If you need to shuffle papers, cough, sneeze, etc., mute the microphone.
- Pause occasionally so that others may speak. There is a slight transmission delay, so your pause will allow others to comment.

## *Camera Pointers*

- Use shots of heads and shoulders.
- Zoom in on speakers, or use "whole room" shots during discussion. Zoom the camera in and out as little as possible.
- If everyone present cannot be seen by the camera, consider repositioning the camera periodically.

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