

Tips for hosting a successful videoconference

Teaching or meeting in a videoconference is different from face-to-face settings. Your videoconference consultant will visit with you about some of these differences to help ensure you have a successful videoconference. You also may want to review the following tips, based on information from the Information and Educational Technology unit with K-State Research and Extension.

Using video conferencing generally **requires more structure** than face-to-face meetings or classes. Having multiple sites is a bit like juggling. You need to learn a few skills to avoid dropping a ball or two. If you're new to facilitating multi-point conferencing, you'll want to get some expert advice.

1. What to wear...

Wear this...	Not this...	Here's why...
Solid colors	Plaids, stripes, patterns	Every time you move, you distract your audience
Purple, blue, green, pastels	Red, black, white	Red and black "bleed." White makes for a glow-in-the-dark look.
Very simple jewelry, if any	Sparkly, jangly jewelry	Noise and reflected light draw attention away from you.

2. Prepare ahead...

The more you prepare, the smoother it goes. You and your technical consultant form a team that will work together to achieve a conference as close to flawless as possible. A successful videoconference, especially a multi-point video conference, is directly proportional to the amount of preparation and teamwork done in advance.

3. Plan ahead...

- Let attendees know you're **committed to a start and end time**. The Polycom equipment may be reserved for use following your conference.
- Develop a **tight agenda** and distribute it well before the meeting. Microsoft® Word® has excellent agenda templates that can help you stay on schedule.
- **Email your agenda** to participants or fax it to the remote sites and ask them to duplicate it.
- When many people will be attending at a remote site, ask someone to **facilitate the meeting** at that location. This person is not required to work with the technology, just help with site and people management.
- If you're going to use peripheral equipment, such as a laptop or VCR, schedule a test with your consultant.
- **Send any materials in advance** to remote sites.
- If you'd like to learn a bit about controlling the camera, set aside time for a short lesson from your consultant.