



## Basic Information

Each conference should have certain basic information recorded about it from the time of booking. This should be entered in the lesson plan and kept to hand throughout the planning and operation of the conference.

### Conference Information

Conference Date:  /  /

Conference Time:

JVCS Conference Ref:

### JVCS Contact Details:

Tel: +44(0)131 650 4933

Fax: +44(0)131 650 6552

E-mail: [vidconf@jvcs.ja.net](mailto:vidconf@jvcs.ja.net)

### Local Technical Contact:

Name:

Tel:  :

Email:

Local Classroom Phone:  :

### For each participating site:

Site:

Remote Classroom Phone:  :

Technical Contact Name:

Technical Contact Phone:  :

Technical Contact Email:

Site:

Remote Classroom Phone:  :

Technical Contact Name:

Technical Contact Phone:  :

Technical Contact Email:

Site:

Remote Classroom Phone:  :

Technical Contact Name:

Technical Contact Phone:  :

Technical Contact Email:

Site:

Remote Classroom Phone:  :

Technical Contact Name:

Technical Contact Phone:  :

Technical Contact Email:



## Well Before:

There are two parts to this checklist, based around general equipment familiarisation and specific conference information.

### Practice using equipment

- **Answer Call** 
  - If the equipment is not set to auto-answer incoming calls, make sure you know how to answer the call when the unit is dialled.
- **Camera Controls** 
  - It is normally best to either use preset positions or only a single camera position during a conference, but users should understand how to control the image sent using the zoom and pan/tilt functions.
- **Volume controls/Mute button** 
  - Control of the audio element of a video conference is the most important function of the unit. It is important that conference organisers know how to mute and position their local microphone and adjust the output volume of the unit so local viewers can hear other participants.

### Agree schedule

- **Agree pre-conference material** 
  - A teaching conference will normally be part of a scheme of work rather than an isolated event. It is important that all participants have a clear understanding of the material that should have been covered prior to the conference.
- **Book Room** 
  - Physical resources, such as rooms and video conference equipment need to be booked with by each venue.
- **Confirm Technical support/Testing** 
  - Technical support should be arranged to ensure the equipment can be tested closer to the conference and support resources made available.
- **Agree breakdown of conference times** 
  - As with any lesson, it is useful to sketch out the expected structure of the conference with rough timings. These should be shared with the organisers in each venue.

### Permission Slips

- It is sensible to inform parents that children will be involved in video conferencing and to collect permission slips if any persistent record (still images or video) are to be collected.

### Agree aims and objectives

- All participants in a conference should have a clear idea of the "mission" of the event and what it hopes to achieve.

### Agree roles

- Decide who will chair and manage the conference. Sensible planning and division of responsibilities will make a conference go much more smoothly.

### Book video conference with JVCS

- The video conference should be booked through the JVCS Booking Service in plenty of time so MCU resources are available. The booking reference should be recorded in the video conference documentation.



## Check Room

- **Background & Lighting** 
  - The room that is to be used for the conference needs to be checked for suitability for video conferencing. This includes consideration of lighting and furnishings such as background and curtains.
- **Microphone Range & Room Arrangement** 
  - Additionally consideration should be made of how the room should be arranged for the conference so that participants can see, hear and be seen and heard. If necessary support staff can be booked to rearrange furniture as required.
- **Ensure Clock** 
  - A clock is key to successfully managing conferences. Most classrooms have a clock but accuracy and synchronisation is useful.
- **Develop a back-up plan!** 
  - Video conferencing can be considered a mature and stable technology; however it is sensible to prepare an alternative lesson plan in case there are irresolvable problems.

## Week Before:

- **Confirm details of the conference** 
  - Check the conference time, objectives, expectations, roles and other details have not changed since the original arrangement.
- **Confirm phone numbers** 
  - Check that the telephone numbers for technical and classroom contacts are correct and distribute updates as required.
- **Decide what to wear** 
  - Appropriate clothing is important for a good picture,
- **Check equipment has not been moved/reconfigured** 
  - Sometimes equipment can be moved or reconfigured so it is sensible to check with support staff that any changes will not impact on the planned conference.
- **Check the room layout and furniture have not been altered** 
  - Confirm that the planned physical arrangement for furniture and participants is still practical.
- **Distribute shared materials such as physical assets and high resolution images** 
  - Where the conference support material requires, or would benefit from prior distribution it is sensible to do it in a little time in advance and receipt checked.
- **Check progress with preparatory material** 
  - Where a video conference is based on assumptions of prior study then it is appropriate to check progress is on track.

## Just Before:

- **Check equipment is connected and powered on** 
  - Technical checks should take place to ensure connectivity and operation.
- **Arrange chairs and desks and preview camera view** 
  - Allow plenty of time to rearrange any furniture before the conference is due to start, to allow for the desired seating arrangement is visible in the camera.
- **Check lighting and close curtains/turn on lights** 
  - Adjust the lighting as required for best viewing.
- **Prepare copies of handouts/materials** 
  - Ensure there are enough copies of handouts and that other required materials have been received and will be on-hand.



## During:

- **Round of introductions** 
  - Introductions encourage conference attendees to relax in front of the camera, give a sense of participation and are a practical test of microphones and audio systems.
- **Include all participants** 
  - The camera should not only show the speaker but rather offer a general overview of all participants.
- **Encourage use of the mute function** 
  - The chairperson of the conference should remind sites not actively contributing to mute their microphones to avoid interference.
- **Take breaks in long conferences** 
  - Conferences demand a high level of concentration so it is sensible to allow for either short breaks or variation in activity during long conferences.

## After:

- **Turn off equipment if local practice** 
  - Each location should have a procedure of how to leave equipment once a conference has finished. After disconnecting a call the local practice to either switch off or leave equipment in a standby mode should be followed.
- **Return room to original layout** 
  - Any changes to furniture should be reversed for the next user of the room.
- **Fill in evaluation form** 
  - An evaluation form, based on the success or failure of the conference from a technology and teaching perspective, should be completed. A sample evaluation form is included in this sight.
- **Provide feedback to the remote site** 
  - Evaluation should include feedback to other sites about the quality of their audio and video signal. This will help them adjust their equipment and environment for the future.

## Links:

<http://www.kn.pacbell.com/wired/vidconf/planning.html>

[http://www.cv.nrao.edu/~abridle/videoconf/10Video\\_Conferencing\\_Checkl.shtml](http://www.cv.nrao.edu/~abridle/videoconf/10Video_Conferencing_Checkl.shtml)

<http://lightbridge.sonoma.edu/main/video/checklist.pdf>

<http://www.agocg.ac.uk/reports/mmedia/wales/list.htm>



## Evaluation

It is important to collect feedback after the conference to improve future conferences both from a technical and content perspective. There is a balance between collecting detailed feedback and limiting the time completing a form takes.

The form below provides a sample form for collection of evaluation data. Local adaptation is of course possible.

### Conference Information

Conference Date:  /  /

Conference Time:

JVCS Conference Ref:

#### Conference Purpose:

Lecture:

Tutorial:

Teaching:

Administration:

Event:

Testing:

Interview:

Venue Name:

Your Name:

Your Phone Number:  :

Your Email:

#### Did the conference start on time?

Yes:

No:

#### What was your overall impression of the conference as a whole?

Excellent:

Good:

Fair:

Poor:

#### Please rate the support you had at each stage of the conference planning...

##### Well Before

Excellent:

Good:

Fair:

Poor:

##### Week Before

Excellent:

Good:

Fair:

Poor:

##### Just Before

Excellent:

Good:

Fair:

Poor:

##### During

Excellent:

Good:

Fair:

Poor:

##### After

Excellent:

Good:

Fair:

Poor:

#### Would you use video conferencing again?

Yes:

No:



# checklists

# AN ILLUSTRATED GUIDE TO video conferencing

## Technical Evaluation

Please rate the quality of the audio

Yes:  No:

Please rate the quality of the video

Yes:  No:

Was the equipment ready to use at the start of the conference?

Yes:  No:

How easy was the equipment to operate?

Problematic:  Acceptable:  Simple:

Did you need to call on technical support?

Yes:  No:

Please rate your satisfaction with the technical support provided

Excellent:  Good:  Fair:  Poor:

Please list any difficulties and whether they were resolved or not

## Content Evaluation

Overall, how suitable was video conferencing for delivering the planned content?

Excellent:  Good:  Fair:  Poor:

How suitable was the room arrangement for the conference?

Excellent:  Good:  Fair:  Poor:

How suitable were the overall facilities for the conference?

Excellent:  Good:  Fair:  Poor:

Please list any comments/suggested improvements

Do you intend to have further video conferences?

Yes:  No:

[http://www.abdn.ac.uk/vidconf/docs/vc\\_evaluation.doc](http://www.abdn.ac.uk/vidconf/docs/vc_evaluation.doc)  
<http://www.jvcs.ja.net/cgi-bin/vcng/mailform.cgi?cfg=schfb>

