Video Conference Checklist
For Moderators

Pre-Conference

___ Reserve room and equipment.
___ Notify conference participants about arrangements.
___ Consult with video conference technical support
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___ Obtain video IP addresses from meeting sites.
___ Find out whom to contact if there are problems.
___ Schedule a practice session or training, if possible.
___ Make sure remote sites have any necessary materials.
___ Develop a back-up plan in case of technical difficulties.
___ Arrange for special accommodations.

Conference Day

___ Arrive early.
___ Prep video connection with video conference technician.
___ Set up laptops, etc.
___ Check arrangement of room.
___ Test presentation(s).
___ Have all phone numbers and video addresses at hand.
___ Mute your sites audio when listening to a long presentation.
___ View yourself occasionally (to make sure the other end can see you).
___ Disconnect calls when meeting has adjourned.

Post-Conference

___ Provide feedback to site coordinator and report any problems

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