Video Conference Checklist

Date of Conference:	Time:
Purpose:	
Far End:	
Static IP Address:	
ISDN numbers:	
Telephone number:	
Near End:	
Static IP Address:	
ISDN numbers:	
Telephone number:	
Technical contact for site:	
Phone Number for contact during Video Conference:	
Well in advance:	
practice using equipment	
prepare lesson plan and materials and obtain copyright clearance if necessary	
schedule a date and time for the Video Conference	
arrange for remote facilitators, guest speakers, technical support, etc.	
reserve equipment/room	
consider how you will set up the room (background, cameras, clock, etc.)	
for more than two sites (multipoint), schedule a bridge	
develop a back-up plan in case of technical problems	
schedule a practice session	

One week prior to conference:

- _____ share your expectations with participants
- _____ make sure the remote site has necessay materials (such as PowerPoint notes)
- _____ share static IP, ISDN and telephone numbers and determine who will place the call
- _____ find out who to contact if there are problems
- _____ practice with remote facilitators

Day of Conference:

- _____ reboot system if necessary
- _____ arrange the room
- _____ connect with remote site 15-30 minutes prior to the meeting time
- _____ check audio, video, lighting, auxiliary equipment (document camera, VCR, etc.)
- _____ preview local camera angle and preset angles if possible
- keep static IP, ISDN and telephone numbers handy during the conference
- _____ view yourself occasionally (make sure the other end can see whomever is speaking)