

# Keys to Successful Video Conferences

Presented by: Leesa Potts for New DL Training, July 2009

Hopefully the chart below will help you prepare for upcoming video conferences. Please feel free to contact me with any specific concerns or comments at [Leesa.Potts@arkansas.gov](mailto:Leesa.Potts@arkansas.gov) or 501-803-3117 at the ADE Distance Learning Center in Maumelle, Arkansas.

Potts's Pointers for Beginners	
Planning	<ul style="list-style-type: none"><li>✓ Plan to provide instruction using 'chunking.' Divide the classtime into 10 minute chucks and try to do a different presentation technique every 10 minutes.</li><li>✓ Plan for interaction.</li><li>✓ Plan with a purpose- What is the objective?</li><li>✓ Plan to engage your target audience.</li><li>✓ Plan for a 'Plan B.'</li></ul>
Preparation	<ul style="list-style-type: none"><li>✓ Prepare curriculum materials and determine how these will be distributed in class.</li><li>✓ Prepare site coordinators/facilitators by letting them know what to expect during your session and what they can do to help you- prepare to work as a team.</li><li>✓ Prepare, organize and schedule the videoconference.</li><li>✓ Prepare time for a test call as needed.</li><li>✓ Prepare interactive strategies.</li></ul>
Presentation Pitfalls	<ul style="list-style-type: none"><li>✓ Pitfall: Not calling on participants by name and location.</li><li>✓ Pitfall: Not making eye contact with participants by looking at the camera.</li><li>✓ Pitfall: Distracting movements on camera or shuffling of papers.</li><li>✓ Present wearing neutral makeup and minimal jewelry. Avoid bold or distracting patterns on clothing.</li><li>✓ Present with clear speech; vary your volume and SMILE.</li><li>✓ Present with a positive attitude.</li></ul>
Practice	<ul style="list-style-type: none"><li>✓ Practice speaking on camera.</li><li>✓ Practice 'what if' scenarios.</li><li>✓ Practice transitions; record yourself and then engage in self reflection.</li><li>✓ Practice makes perfect!</li></ul>