

Video Conference Idiot's Guide!

Creating a presentation

- Choose a theme that would interest students in both countries
- Collect relevant digital images
- Reduce the images to 100kb or less, before inserting them in your presentation
- Type the relevant phrases on the slides in the correct order so that the audience can read the phrases as well as hear them.
- Create a quiz by putting some questions on slides and asking the audience to participate by selecting the right answer.

2 weeks before conference

- receive blank planning sheet from conference leader
- Inform ICT technician of event

1 week before conference

- send filled in planning sheet to conference leader
- Send presentation to conference leader and partner school
- Receive completed planning sheet from conference leader
- Update ICT technician of event
- Check that the web cam software is on computer and that the camera works with the computer

1 hour before the Conference

- Have a strong cup of tea or coffee (but don't spill any on the equipment!!)
- Connect computer, projector, network cable, microphone, web cam, before switching on the computer Check lighting (If subject has their back to a bright light i.e. a window, their features will be in darkness)
- Check phone and email for any last minute updates (no news is good news)
- Connect to classe virtuelle website and do a system test
- Enter the conference
- Open text chat and keep window open (in case video and sound are not working and the others are trying to contact you)
- Test webcam (think position, suitable chair and lighting in room)
- Speak to conference leader and other school to confirm sound and picture quality.
- Confirm timing or agree new timings if required.
- Test presentation slides
- Ensure that the students know what order they are speaking in.

During Conference

Presenting

- Even if you are not ready to talk, press Ctrl once so that the audience can see what you are doing
- Whilst the first student is speaking, ensure that the next student is standing next to them
- Ensure that the student speaks slowly and loudly into the microphone
- Ensure that your presentation does not overrun your allotted time

Receiving

- Select and keep on the green tick if you can see and hear the presentation fine. If for any reason the reception is poor, select the red cross instead. This will indicate to the presenter that there is a problem and they will stop the presentation to ask what difficulty you are having.