

Video Conference Planning Sheet

Use this sheet as a check list of all the information you need to prepare before the conference. The relevant information should be sent to the conference leader at least **one week** before the conference. A definitive copy should be created by the conference leader and sent by email to the other participants at least **2 days** before the conference.

1. All times are in French time (English time + 1 hour). Use 24 hour clock to avoid confusion.
2. Telephone number should be land line (mobile v expensive) and of the location you will be during the conference. Use 00 44 for English numbers and 00 33 for French numbers (take off the first 0 in the number).
3. Email should be the address you can be contacted on to plan the conference and accessible at the location of the conference (if not please state a second address).
4. A short description of your presentation and any extra activities you wish to do (song, quiz, questions etc.)

Date of conference				
Test Time ¹		Start Time ¹		Finish Time ¹
Conference Leader				
Tel. ²		Email ³		
Teacher UK				
Tel. ²		Email ³		
Teacher Fr.				
Tel. ²		Email ³		

UK presentation⁴

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Fr. presentation⁴

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Conference Agenda¹

<i>Time</i>	<i>Event</i>
00:30	Test connection, webcam and microphone (preferably 30mins before start of conf.
00:00	Introductions (chance for each group to introduce themselves and say hello)
00:05	Presentation A
00:15	Activities A
00:20	Questions A
00:30	Presentation B
00:40	Activities B
00:50	Questions B
00:55	Extra Activity (if time)
00:00	Sign off
	Each group says goodbye and thank-you.

Equipment check list

Computer!	Network lead	Microphone	Webcam
Speakers	Headphones	projector	Extension leads

System Check list

Web cam software	Web address	Conf. login	Connection
Recording level	Speaker volume level	Digital stills camera	Running order sheet