



Coordinating a Successful Videoconference

Step 1: Determine possible videoconference locations

Get in touch with the Endpoint Room/Technical Contact person and verify whether their videoconference room is available.

Step 2: Reserve far-end videoconference locations

Each endpoint may have a certain procedure to reserve their videoconference rooms and support. Please be sure to inquire with the Room/Technical Contact person. We recommend reserving the room 15 minutes prior to the start time of your meeting. This will allow the technical contact person time to establish the connection to the other endpoint and instruct participants on how to use the videoconferencing equipment.

In most cases the Endpoint Technical Contact Person at each location may want to do a connectivity test before accepting your room reservations. Collect the following information from the far-end locations:

Technical Contact Person Information (Name, Phone, E-mail)

H.323 IP Address

Telephone number in videoconference room

Step 3: Reserve Odegaard Videoconferencing Studio

After making all necessary arrangements with the far-end points and gathering contact information, place a request for use of the Videoconferencing Studio, located in Odegaard Room 320, at the following web address: http://depts.washington.edu/sacg/facilities/advtech/video_conferencing.shtml

Reservations are on a first come, first serve basis. Be sure to have multiple options for times or days, as the conference room may already be reserved. Making your reservations farther in advance can increase the likelihood of securing your preferred time slot.

Step 4: Modification to your request

Once the videoconference is scheduled at each location, please be sure to keep the near-end Technical Contact and each of the far-end Endpoint Room/Technical Contact Person informed of any changes to your videoconference (e.g. cancellation, change of site location, change of start time or end time, change of date, etc.)



Tips for Successful Videoconferencing

A successful videoconference requires advance planning and coordination. It is highly recommended that you begin planning for your videoconference no later than two-weeks before your proposed videoconference date since it may take that long to coordinate and schedule amongst the participants AND videoconference locations.

For a successful meeting, keep the following tips in mind when preparing for the videoconference and conducting the meeting.

Preparing for the videoconference

- Determine time and length of conference. You may need to be flexible based on site availability.
- Determine if it is a point-to-point videoconference (between two locations) or a multipoint videoconference (more than two locations).
- Establish who should attend and their availability, as well as availability of the location.
- Set objectives and establish an agenda providing the focus and time allotted for the conference
- Prioritize topics to discuss
- List specific results to achieve
- Appoint one person at each videoconference site to receive an orientation and training by the Endpoint Technical/Room Coordinator on how to set-up and use the videoconference equipment and distributed agenda and other materials.

During the videoconference

- Begin on time. Conduct a roll call to determine who has joined the videoconference.
- Review the agenda and time allotted. Conference sessions will terminate on time, based on the scheduled length of the videoconference.
- Explain how to use the of the camera and microphones effectively
- Encourage participation. Direct questions to individuals.
- If you experience technical difficulties during your conference, let operator/technical person know

Ending your videoconference

- Allocate a few minutes before the end time for review and final questions.