

2010 Geriatric Telehealth Series – Videoconferencing Tips

From the sponsoring technician ...

- 1) Sites should be sure to have good overall camera shot, one that is focused and on their respective groups. We had a site that had a camera focused on the ceiling tiles as someone in their group was asking a question from the presenter.
- 2) Please have **ALL** sites **MUTED** unless they are asking questions from the presenter. Always mute immediately after asking a question. A couple of sites were left un-muted and it's very hard for other sites to follow the discussion or ask their own questions.
- 3) The bridge will be open for dial up at 2:30 (Alaska time) each Tuesday for site techs to test their connections and audio levels with me. Once the lecture starts, I'll only be able to run the camera controls and monitor room audio and won't be able to test or acknowledge anyone who dials in late. I'll try and keep track of who dials in and any problems that arise for trouble shooting. With so many sites checking in at once, it gets a little confusing on my end so please bear with me☺
- 4) With so many sites dialing in it can be confusing or disruptive to ask questions during the lecture. It's best for all participants if they wait until after the lecture to ask questions to the presenter.
- 5) When asking questions to the presenter please step up to your room microphones to speak or if they can't readily get to a mic have someone who is close to the mic repeat the question. There was a question that was asked but had a hard time hearing because the question was being asked far away from a microphone.
- 6) One last thing, please center your camera shots. Some sites only had one or two participants in the room but they looked like they were 50 ft from the camera. I understand that the group shots have to be wide but the presenters like to see who is asking the question as much as possible.

Thank you!