RUNNING WEB CONFERENCES

Here’s some tips and presenter good practice to ensure your video conference runs smoothly. If you’re having technical issues, visit the Video Conferencing Etiquette page for additional guidance.

BEFORE

CHECK SYSTEM & BROWSER
24-48 hrs prior to the session allowing for time to make changes as IT may need to assist

GOOD INTERNET CONNECTION
Disconnections are disruptive. Close all other applications and streaming service

UPLOAD RESOURCES
Before the conference starts, upload any documents or slides needed for your session

QUIET PLEASE
Avoid disruption. Post a note on the door, to explain you’re in a web conference

DURING

START ON TIME & HIT RECORD
Plan to arrive early. It takes time to log in and setup. Hit record so you have an archive

WELCOME & GUIDELINES
Greet everyone and set the guidelines for how questions will be asked or comments posted

MONITOR PARTICIPANTS
Check the chat tool as students will share thoughts and questions during the session

MANAGE RAISED HANDS
Participants can raise their hand to verbally ask a question or make a comment

AFTER

PRACTICE & PRACTICE AGAIN
Build your confidence and understand the software so you can concentrate on content

JOINING AS A PARTICIPANT
Consider viewing the conference as a Participant. This helps you see how the student sees it

REVIEW THE RECORDING
Review the recording to critique yourself, identifying opportunities for improvement

YOU DID IT!
Presenting online isn’t easy for more resources on working online see Video Conferencing Etiquette