Videoconference Session Guides
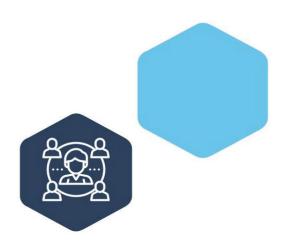
For...

Presenters

Moderators

Participants

This guide provides simple instructions for presenters, moderators, and participants to prepare for and participate in videoconference sessions.

UBC a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Medicine

Office of
Faculty Development
& Educational Support

Presenter Guide

Your Role

The presenter leads participants through session content and materials and calls on moderator at pre-determined intervals for participant questions.

Pre-Session

- ✓ Familiarize yourself with the location scope of the camera and audio device used during the session.
- ✓ Videoconference sessions can take more time.
  - • Consider additional time for moderating, troubleshooting, etc.
  - • Ensure materials in your session are appropriate for the alloted time.
- ✓ Since videoconference screens are often smaller than projected screens, reduce the amount of data and detail on presentation slides by:
  - • Using big, clear fonts
  - • Using simple colours and avoiding big blocks of loud colours
  - • Avoid making the slides too busy by distilling the content - reduce the number of slides and the content on each slide. **Keep it simple!**

Do you have a moderator?

If you have more than 12 participants, it is recommended to assign a **moderator** and **send them this guide.** If you do not have access to a designated moderator, assign the role to one of the group members.

Inform the **moderator** (can be by email) of:

- ✓ When you will be taking participant questions or starting a discussion.
- ✓ How you would like them to introduce you.
- ✓ If you have any pre-reading/articles you would like them to share with participants.

During Session

If you are using a moderator, check in with them regarding participant questions.

If you are not using a moderator, review the Moderator Guide's "During Session" section to effectively moderate your own session.

Plan for disconnections!
Let participants know to use the audiobridge # and ID if this happens.

Moderator Guide

Your Role

The moderator introduces the presenter, provides a brief orientation of the session flow, and collects participant questions via videoconference chat box for the presenter. If participants have no questions, create one or two relevant questions to encourage discussion.

Pre-Session

✓ Check in with presenter regarding:

- Their introduction.
- When in the session they are planning on taking questions/answers and leading a discussion.

During Session

✓ Before you start the session, do a brief "can you see me – can you hear me" check for participants.

✓ Introduce presenter.

✓ Inform participants to direct their questions to the videoconference chat box for you to collect.

✓ Inform participants when the dedicated question/answer or discussions periods are in the session.

✓ Ask participants to mute/unmute their microphones as needed during the session.

✓ As participant questions are entered, copy and paste them into a document for quick access, easier prioritization for relevance, and so you can remove repeat questions.

✓ If no questions are entered during the session, write one or two questions to spark discussion.

✓ Leave longer pauses than you would in person as it may take participants longer to mute and unmute their microphones.

Plan for disconnections! Let participants know to use the audiobridge # and ID if this happens.

Participant Guide

Your Role

The participant attends the videoconference session, asks questions, and participates in discussion.

Pre-Session

✓ Test your video-camera and microphone.

✓ If possible, connect using a wired internet connection.

✓ Get ready for the session in good time so you have the opportunity to correct any connection issues before the session gets started.

During Session

✓ Ensure your microphone is muted when not speaking.

✓ Connect from a quiet location, avoiding busy public spaces.

✓ Ask questions during the session via the videoconference chat box or when the presenter directs.

✓ Sit within view of the camera, turning the camera off only if you are experiencing a weak internet connection; poor lighting or other distractions can prevent others from seeing you.

✓ Be aware of body language, behave as though you are in the same room with the other participants, avoiding side communications.

✓ To ensure an inclusive and respectful environment for discussion, be courteous and ensure other parties are finished before chiming in.

If you have trouble connecting, phone in using the audiobridge # and ID right away.