



INTERCAMPUS INTERACTIVE
TELEPRESENCE SYSTEM

QUICK TIPS FOR TELEPRESENCE

THINGS TO DO BEFORE AND DURING YOUR IITS EVENT

- MAKE SURE YOUR SITE(S) HAS BEEN RESERVED.
TO VERIFY CHECK THE WEB CALENDAR AT WWW.IITS.UASYSTEM.UA.EDU
- SET YOUR EVENT OBJECTIVES, COMPLETE SYLLABI, ORDER BOOKS, ETC.
- ARRIVE 10-15 MINUTES PRIOR TO THE START OF YOUR EVENT.
- REMIND THE SITE TECHNICIAN AT YOUR LOCATION TO CONNECT TO THE REMOTE SITE OR BRIDGE AS EARLY AS POSSIBLE.
- LOAD ANY POWERPOINT MATERIALS YOU PLAN TO USE.
- PUT ON THE LAVIER (WIRELESS) MICROPHONE. CHECK TO BE SURE IT IS WORKING PROPERLY. *PLEASE REMEMBER TO TAKE-OFF WHEN YOU LEAVE THE SITE.*
- BEGIN YOUR EVENT ON TIME.
- DO A ROLL CALL ALLOWING EACH SITE TO INTRODUCE THEIRSELF.
- GO OVER RULES FOR QUESTION AND ANSWER PERIODS.
REMINDEE PARTICIPANTS TO INTRODUCE THEMSELVES BEFORE THEY ASK THEIR QUESTIONS OR MAKE THEIR COMMENTS.
- GO OVER THE RULES FOR MUTING MICROPHONES.
- REMEMBER TO LOOK INTO THE CAMERA FROM TIME-TO-TIME.
- CALL ON PARTICIPANTS BY NAME AT DISTANT SITES
- CONCLUDE YOUR CLASS ON TIME.