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](http://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 lav (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 themselves.
- Go over rules for question and answer periods.
  - Remind 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.