

RCSLT 'Techipe' for a Videoconference (one to one/small group)

What is a videoconference?

It is a meeting which takes place online, between people who are in different locations. Each person can see the other participants on their screens and hear what they are saying through speakers and headphones.

What's it good for?

Group discussions or meetings involving 2 or more people.

You can see and speak to colleagues from long distance.

Not good for:

Training

Long meetings – suggest no more than an hour

Ingredients:

Each participant will need:

1. Video conferencing program
(eg PowWow, GoToMeeting, Adobe Connect, Google Hangouts, Skype...there are lots!)
2. Internet access
3. Webcam
4. Speakers



Method for making a Videoconference:

Each participant should:

1. You will need videoconferencing software installed. Your department may already have a software they use, so do check this first.
2. Set up a space. Remember to choose somewhere where you will not be disturbed. Also, remember to make sure there is nothing distracting behind you – as your colleagues will see this

Note: If your office has a dedicated space for videoconferencing then you will not

- need to worry about this – but do get advice and instructions from a colleague who knows how to use these in advance of the meeting.
3. Make sure your web cam is working. If you are using a web cam with your own computer or laptop then you will need to attach the web cam. If your office has a dedicated space for videoconferencing then you will need to follow the instructions you have been given.
 4. Set up a time for your videoconference and send out invitations.
 5. When it is time for your videoconference connect to your videoconferencing software
 6. The process will vary depending on your set up, but should be as simple as turning on your webcam and speakers, connecting to the internet and accessing your videoconferencing software.

Tips for success:

Do a test run with a trusted colleague before your main meeting.

Send round an agenda and related documents before the meeting.

The Chairperson should:

- ensure everyone introduces themselves at the beginning.
- manage turn taking - one person at a time- through out meeting.
- listen out for people trying to "come in" from remote site particularly if group of participants are all in one room together. It can be easy to forget others are out there
- regularly check everyone has said what they want on each agenda item.

What's so tasty about videoconferencing?

It allows you to meet with colleagues without leaving your office.

Troubleshooting tips:

If a participant gets cut off for some reason during a videoconference they should simply rejoin. The rest of the people in the videoconference will see when someone has left and is rejoining the meeting.

For information:

Please speak to your office manager for support if you already have videoconferencing at your work.

Feedback and suggestions:

Please tell your Team Scotland colleagues if you have used videoconference and what you thought of it here and / or via Basecamp.

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