

CHECKLIST: INTERACTIVE VIDEO CONFERENCE TRAINING



PLAN FOR INTERACTIVITY

- Have a host or co-teacher in each location
- Reduce content to have time for interactivity (by 10-15%)
- Prepare small group exercise with “report back”



REDUCE DISTRACTIONS + PREPARE FOR DISASTER

- Test technology and have “producer” or a/v to assist
- Mute audio in remote locations until their turn to talk
- Disaster back-up: all lawyers have printed handouts in case video technology fails
- Disaster back-up: hosts have call in number for audio



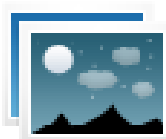
VARY THE INTERACTIVITY

- Ask audience to interact with you every 5-8 minutes
- Ask audience to interact with each other -- small group exercise or discussion with report back to whole group
- Have audience interact with host or co-teachers in each location – they can teach segment or run an exercise
- Ask audience to interact with handout or item in their room and do something



PLAN SPECIFIC WAYS TO INTERACT

- Ask questions often to check understanding; ask for show of hands or use “raise hand” or “green check” technology
- Demonstrate *how to* or *how not to* do something
- Have an audience member poll each office for input
- Do a short simulation or scenario as demonstration – if there is not enough time to do it in small groups



USE VISUAL TO INCREASE ENGAGEMENT

- Use very visual slides and change them more often – more images and fewer bullets when possible
- Use video clips: to demonstrate; to get audience reaction; as basis for small group exercises
- Be very aware of camera angles and audience field of view: eye contact for everyone; shoot from waist up
- Speaker(s) need more energy; more animation; but no quick movements; stand or sit still; use gestures



USE AUDIO TO INCREASE ENGAGEMENT

- Get best audio quality possible
- Emulate a good radio show – use a co-teacher or guest speaker and speak conversationally
- Interview an “expert” live or use videotaped interview of expert or guest speaker
- Need to do more with voice than typical: more projection; more inflection; more warmth