

Tips for CU-SeeMe Guests

(A Guide for Videoconference Cyberguests.)

Site Coordinator/Conference Moderator: _____

Conference Date: _____ Time: _____

Address of Conference Site: _____

When you arrive at the site please go to: _____

- We have planned for you to arrive a little ahead of the scheduled conference time for a pre-conference briefing. The time span listed above includes time for this.
- Be sure to let the conference moderator know if you have time constraints or must leave before the end of the scheduled conference.
- Students at the conference site would probably enjoy time before or after the conference to talk with you. Let us know if you can arrange time for this.
- When talking during the video conference you need to be sure to speak clearly and not too fast.
- Keep answers or comments brief and to the point. If you try to tell too much in a response you may answer student questions before they have a chance to ask them or lose their attention.
- Allow time between comments or questions for interaction between you and the sites. We find the videoconferencing works best with sites interacting with guests and each other rather than one person or site monopolizing the time.
- Aim the content of what you are discussing at the students' level - but do not talk down to them.
- Do be prepared to answer basic questions. Technical terms and long responses should be used sparingly.
- Ask the conference moderator about the students' information background and get more information about expectations for the conference if you are not sure what types of information to present or what items will be discussed during the conference.
- Feel free to send email or materials for the conference participants to the conference moderator. This can be done prior to the conference or as follow-up after the session. Any resources you have to offer will be greatly appreciated. If you bring single copies of materials you wish to be distributed please send them ahead of time so we may duplicate them. Students can use FTP to gather files from sites you suggest, or can write letters to request information if you have addresses for them.
- Feel free to bring visuals to show. Since some CU-SeeMe broadcasts may be in black and white, try not to bring visuals which depend on color to be effective.
- Know that it is OK to say, "I don't know" to student questions. Often these are the questions which continue the dialogue and research between sites and their guests.

If you have any questions, I can be reached at the following number - _____
or you may send me email at _____