VIDEO CONFERENCING
Preparation and Tips

Part I: Things to do the day before your video conference

1. Request your appointment three weeks in advance

2. If this is your first time requesting a video conference, contact MediaVision to discuss our options.

3. Provide MediaVision staff with the name of the technical contact(s) at the other conferencing site(s).

4. Create an agenda and the materials you plan to use during the video conference.

5. If you would like your session recorded, please inform MediaVision prior to the event; we will upload your recording and provide you with a web link to the video. Please see comment below regarding accessibility requirements.

Part II: What to expect the day of the video conference

1. Please arrive 10 minutes prior to the conference start time so the technician can provide an overview and instructions.

2. You will be able to see the video feed of the other connected sites on the large-screen monitors placed throughout the studio.

Note: For smaller groups, you will use desktop microphones that can be muted when not in use.

Part III: Five tips for the video conferencing session

1. Create an agenda. If the conference will be lengthy, chunk the segements and allow for breaks.

2. Determine who will serve as the moderator at each location.

3. When speaking during the conference, be sure to start with your name and site location (e.g. This is Billy Bronco from Cal Poly Pomona).

4. To capture a sense of eye contact with the other sites, look at the camera when speaking.

5. When using desktop microphones, be sure to "mute" them when not in use.

Accessibility Requirements

The California State University (CSU) has set forth requirements stated by the Accessible Technology Initiative (E.O. 926) for all instructional and web material hosted by Cal Poly Pomona or any other CSU entity. Please note that all video materials must contain time synchronized closed-captions and all audio materials must be accompanied by a verbatim transcript or captions and all instructional materials must be accessible. We ask that you provide a script or transcript to us to ensure your audio or video recording meets these requirements. MediaVision contracts with a vendor to provide captions at a rate of $90 per hour of video or audio. Please contact mediavision@cpp.edu for details.