

# How to Facilitate a Video Conference Like a Pro

Preparing for a virtual meeting or online class is just like preparing for a physical meeting or class. The only difference is the location of the presenters and participants. Prior to any meeting or class, you make sure everyone knows when and where you are meeting. You also come early and prepare the room by getting your supplies and resources organized. During the session you monitor participation, eliminate distractions and make sure everyone has the opportunity to participate. At the end of the session you have a reflection time or a recap of the conference. All of these steps should also be followed when planning for an online meeting.

Listed below are the steps to help you facilitate a successful video conference with **Pro Tips** highlighted.

## **Before the meeting**

1. Plan the session by thinking about the types of activities that will engage participants.
  - a. Discussion - How will you facilitate so all have a chance to speak? Use a shared Google Doc.
  - b. Brainstorming - How will you collect the ideas? Use a Padlet or a Google Doc.
  - c. Lecture - Use a slide show and share your screen.
  - d. Student presentation - Each student can share his/her screen
  - e. Check for understanding - Use a Google Form
  - f. Design the session into chunks and allow time for participants to ask questions during the sessions.
  - g. Extend the learning - Plan a reflection or other activity to be completed before or after the session.
2. Prepare documents that will be shared during the conference.
  - a. Documents to review
  - b. Meeting agenda or notes
  - c. Slide show
    - i. **Pro Tip** - *Have a slide prepared that lets participants know the session will begin shortly. This is a great way to let participants know they are in the right session. It also makes a nice thumbnail*

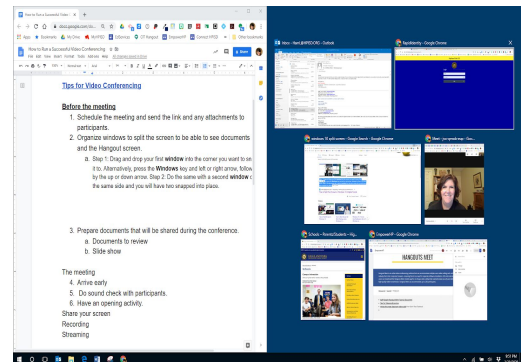
image for the recording.



3. Schedule the meeting and send the link and any documents you want to review during the meeting to participants.
  - a. Only participants using an HPISD email can be logged into our conferences.
  - b. All others will have to ask to join and participation is granted by the owner of the meeting. (Do not allow this during student sessions.)

4. Organize windows to split the screen to be able to see documents on one side and the Hangout screen on the other side.

- a. Step 1: Click the top blank part of the top of the window and drag and drop your first **window** into the corner or side you want to snap it to. An outline will appear on the screen. Alternatively, press the **Windows** key and left or right arrow, followed by the up or down arrow.
- b. Step 2: Do the same with a second **window** on the same side and you will have two snapped into place



5. **Pro Tip** - Install the [Google Meet Grid View](#) to be able to see all participants in a grid view.

6. Have documents that will be shared in the meeting open with tabs organized and ready to share so you are not trying to find them during the meeting.

## During the Meeting

1. Arrive early to the session.
  - a. Test your audio and video
  - b. Have a Welcome Slide shared on the screen.
  
2. Greet participants and perform a sound check as they join the meeting, This can also serve as a roll call. **Pro Tip** - *Have an opening question to help facilitate sound check. "What is your favorite snack?"*
  
3. Make a note of the number of participants in the session to help you know if someone joins late or leaves early. **Pro Tip** - *Use a roster of who is supposed to be in the session to help you monitor who has participated.*
  
4. Start recording the session. Remind participants the session is being recorded as well as a transcript of the chat. If participants do not want to be on camera they can turn off or mute the video camera.
  
5. Remind participants of session Norms - See examples below.
  - a. Keep their microphone muted during the session to reduce noise and feedback.
  - b. Add comments or questions to the chat window.
  - c. Introduce themselves before they speak.
  - d. Do not speak when others are speaking.
  
6. Things to monitor during the session.
  - a. Chat window
  - b. Time - Add times to the agenda to keep the session moving along and to ensure you accomplish purposes for the session.
  - c. Notes - Have a document open that is the notes for the meeting.
  - d. Participants - Call on participants to answer questions. Mute participants that are causing feedback. Remember you cannot unmute a participant.**Pro Tip** - *Have a participant monitor the chat window and ask another one to be the time keeper and notetaker.*
  
7. Allow for time during the session and at the end of the session to answer questions.
  - a. Possibly call on participants that have not participated.
  - b. Include a Google Form for reflection.

8. Remind participants of the next meeting date and time.
9. Thank participants for joining the session.
10. Stop the recording after all have left the session.

### **After the meeting**

1. Review any notes taken during the meeting.
2. Follow-up with any participants that had individual questions.
3. Review the video and the chat transcript for questions.
4. Post the recorded session.

### **Additional Resources**

- [Tips for Video Conferencing](#)
- [Staff Google Hangout Meet Tutorial Document](#)
- [Empower HP Hangouts Meet](#)