

Organizational Framework
Preparing the Video Conference:
A Step by Step Guide.

By Mike Tamasi, Joe Sheik and Anita Romano

Video Conferencing

- Students are placed into research groups(4-6 students) based upon interest in 1 of the topic areas.
- Those topic areas are defined annually by Time Project Headquarters. These can be found at www.timeproject.tiged.org
- Each student gathers information and specific examples about their topic area
- This team will work through the **pre-discussion activities** in order to establish a theme, a topic and appropriate questions.
- Choose a spokes (wo)man. This is someone who will sit in the middle and front of the group who will start off the video conference. front of the group and who will start off the video conference. (S)he will introduce the group to their partner and present the theme for discussion. The spokesperson will have a set of questions prepared in case discussion comes to a deadlock. The spokesperson has a crucial role in the video conference .
- The spokesperson is the one who gets things going. The spokesperson keeps the theme in mind throughout and brings the discussion back on topic should it stray into meaningless chit chat. Therefore the choice of spokesperson is important and must be reliable.
- Choose a substitute spokesperson should the first spokesperson not be available during the video conference.
- Discuss the theme. Think of how the group will introduce the theme.
- Do not generalize. Try to be specific. Do not talk about people and things in general terms - this makes your story vague. In order not to do this you should talk about situations, people, events and things you know or have researched.
- One method of organizing a specific answer is using the S.E.E. formula State, Example, Explain. Make a specific statement, offer a specific example related to your statement, explain how your example supports, proves or relates to your statement.
- Think about other points of view related to your topic. Prepare ideas and discussion points to respond to these alternate views.

Organizational Framework

Preparing the Video Conference:

A Step by Step Guide.

By Mike Tamasi, Joe Sheik and Anita Romano

-2-

Video Conferencing

- Avoid questions that can be answered by a simple yes or no.
- Think of possible questions to ask your partner group. Predict the potential answers your partner group will have to your questions and discuss how to respond to the different kind of answers.
- Write these questions down - especially those of you who do not like to talk in public.
- Everyone who makes a presentation is eager to get feedback and questions.
- Be prepared to ask those thoughtful questions
- Groups collaborate to form a group presentation of their collective opinion on the topic area.
- The teacher gets in touch with the administrator of their internet network that may be a teacher, a colleague in the building or a company that provides your Internet to you.
- You need to know if your access is behind a firewall and if you are you need to get an external IP address so that schools can contact you via the internet
- The teacher connects with the video conferencing co-ordinator to set up a schedule of conferences based upon the topics choosen and the times available.
- Students practice their VC presentation, they practice speaking slowly and they practice routine items such as introductions, asking and answering questions. It is often best to simulate a VC by having one team present to another and then follow up with asking and answering questions.
- Teachers will likely have 1 or 2 requests to test equipment prior to Time Project Day. On those test days, teachers will set up their equipment and "call" their international partner.

Organizational Framework

Preparing the Video Conference:

A Step by Step Guide.

By Mike Tamasi, Joe Sheik and Anita Romano

-3-

Video Conferencing

- Both partners are looking to see the quality of the video and audio.
- On Time Project Day students will make their presentations based upon a schedule compiled by the classroom teacher with assistance from the VC Coordinator. Joe Sheik j.sheik@tvdsb.on.ca

The actual Video Conference Step by Step.

Technicians make the connection between two schools

Welcome: a short introduction of both teams **(5 minutes)** A spokesperson Introduces all team members to the other school. (Then it is their turn)

Presentations by participants **(total of 10 minutes)** Your presentation of ideas related to the topic you have chosen. Your talk, speech, your drama presentation...whatever it is....
(Then it is their turn)

Questions and Discussion on the topic **(10 - 15 minutes)** an exchange back and forth....taking turns listening, and then going to the microphone to answer the question on behalf of the group and then someone on our side goes to the microphone

Conclusion **(3 - 5 minutes)** Summarize what you learned from your partners.

Closure - goodbyes and final social comments to one another

Organizational Framework

Preparing the Video Conference:

A Step by Step Guide.

By Mike Tamasi, Joe Sheik and Anita Romano

-4-

Tips for Teachers for Video Conferencing (technical)

- What do you need: an Internet connection, a video camera or web camera, video conferencing software. Pick proven technology.
- The software between partners must be compatible therefore pre conference tests several days in advance are critical to a successful conference. (see your techsheet that must be filled in and sent to the Time VC Coordinator Joe Sheik at j.sheik@tvdsb.on.ca
- When ever possible have a technical advisor available to assist you at all points of the process, i.e. selection of equipment, pre conference testing, during the conference time(s).
- ***IMPORTANT NOTE: Those schools that have internet access and a webcam but no other software for Video Conferencing Can STILL PARTICIPATE...contact the VC Coordinator who will set you up with your own TIGed site where you can host all of your schools VC on line at the timeproject.tiged.org site.***
- An exchange of availability of times, including phone numbers (with international country code), can assist you in developing a flexible schedule. (Note the techsheet where you record all of that information to be shared with VC partners through the central source of the VC Coordinator)
- Be aware of the time zone changes throughout the world. When sharing time to each other, it is best to note your time as it relates to GMT/CET.
- Allow ample time for technical difficulties, you may have to wait some time prior to connection being established.