



EBBETS Field Trip Series
*Electronically Bringing Baseball
 Education to Students*

Videoconference Checklist and Planning Guide

Topic	Notes
Date of Conference	
Videoconference Module	

Local Site Location	
Coordinator / Phone	
Technical Contact / Phone	
Connection Speed	
ISDN Number	(if applicable)
IP Number	
Phone number during event	

Remote Site Location	National Baseball Hall of Fame & Museum
Coordinator/Phone	James Yasko: 607.547.0362
Technical Contact / Phone	Andrew Collier: 607.547.0273
Connection Speed	384, 512, 768 Kbps
ISDN Number	607.433.0194
IP Number	209.23.68.81
Phone Number during event	607.821.2595

Things to do at Your School Before a Videoconference

Schedule date & time	
Return confirmation to Hall of Fame	
Reserve room	
Reserve equipment	
Consider room arrangement & lighting	
Arrange for site coordinator and/or tech support	
Schedule bridge (if necessary)	
Distribute connection numbers	
Establish who initiates call	
Determine arrangement if technical problems occur	
If bridging call, send remote sites details of conference	
Schedule test call with Hall of Fame	

Day of Videoconference

Set up equipment	
Arrange room / consider location signage	
Determine camera settings	
Have contact information on hand	
Determine how questions will be addressed	
Remind audience of videoconference tips	

Tips for an Effective Videoconference

Familiarize yourself with videoconference equipment	
Begin with introduction on both sides	
Have facilitator repeat any question from audience	
Maintain eye contact	
Show interest in all participants	
Move and gesture slowly and smoothly	
Maintain camera positioning	
Remind audience that presenter can always see participants	
Remind audience of microphone	
If bridging call, have details available to all remote sites	
Do not assume remote site cannot hear you if you cannot hear them	
Take advantage of suggested pre- and post-activities	