

# Making Web Conferencing work for you

*Standard face to face methods can translate well in the virtual domain, i.e. a session overview, ice breakers, changing the mode of delivery periodically, prompting discussion and checking learning*

- Use simple slides in your presentation (animations and transitions can be lost)
- Ensure you are in a quiet place, free from distractions
- Try it out first to make sure everything works
- Allow up to 10-15 minutes to ensure all participants are comfortable with interface
- Give an overview to what you will cover in the session and keep to a focussed topic
- Keep sessions short 30 mins.
- Regularly check participants are paying attention
- Use a computer headset if possible
- Avoid desktop sharing (takes up lots of bandwidth)
- Have a contingency plan (e.g. post your presentation on Moodle and use Moodle Chat)
- Record sessions/chat logs for reflection/revision

*Allow frequent opportunities for interactions, e.g. Q and A, voting, feedback, asking a participant to recap or summarise key points (hand over control of microphone and webcam)*



## References:

[http://wiki.rscwmsystems.org.uk/index.php/Synchronous\\_webcasting\\_tools](http://wiki.rscwmsystems.org.uk/index.php/Synchronous_webcasting_tools)  
<http://www.towardsmaturity.org/article/2009/06/17/introducing-web-conferencing/>