

Template for Broadcast Site Facilitator's Opening Remarks

Script:

- Good _____ (morning, afternoon, evening) and welcome to today's videoconference on _____.
- My name is _____ and I am the _____ (title, etc.).
- Our videoconference is originating at _____ (host location) and is also taking place at _____ (number) remote sites.
- Establish why this methodology is being used.

e.g. More people are able to attend without commuting, the videoconference is reaching a larger audience and promotes the thoughtful use of technology that saves time, energy and resources.

- Let's say hello to the other sites and meet our remote facilitators:

Location (District Office/School) _____

City _____

Name of Remote Site Facilitator(s) _____

Note: As each site identifies their site, allow them time to describe their audience.

Repeat the above introductions, as many times as there are remote sites.

- Handouts have been made available at each site. Refer to them as appropriate when addressing your audience.
- Regarding questions:

Broadcast Site:

- 1) Ask audience to write questions on index cards that will be distributed (optional). Tell audience, as the facilitator, you can ask/state questions/comments for them or they can ask/ make questions/comments on their own.
- 2) Ask audience to raise their hands and when called upon, address their question.
- 3) Establish when you will address questions/comments from the broadcast and remote sites (during/after the main presentation).
- 4) Always repeat the question asked by audience (on broadcast or remote site).

Remote Site:

- 1) Always identify the remote site so they know you are calling upon them.
- 2) Ask remote site facilitator to raise their hand and when called upon address their question.
- 3) Or ask remote audience to walk up to the designated area, indicated by a taped X on the floor, and have them ask their question.