

Template for Remote 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.
- When the Broadcast Site introduces us, we will say hello to the other sites and meet the facilitators:
 - Name of Remote Site Facilitator(s) _____
 - Remote Location (District Office/School) _____
 - City _____
 - Description of Audience (e.g. number of attendees, who they represent, etc.) _____
 - _____
 - _____
- Distribute handouts that have been made available at each site. Tell audience to refer to them as appropriate.
- Remember to keep the mute button on at the remote sites unless you have a question/comment.
- If there is a question/comment, release the mute button and have the facilitator or audience member, when acknowledged by the broadcast site, ask or state their question/comment.
- Regarding questions:
 - Remote 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 or make comments on their own.
 - 2) As the remote site facilitator, raise your hand for questions/comments.
 - 3) When called upon by broadcast site, ask or state question/comment.
 - 4) Or ask remote audience to walk up to the designated area, indicated by a taped X on the floor, and have them ask/state their question/comment.