



## Preparing for the Teleconference Checklist

<b><u>1-2 Weeks Prior to Teleconference</u></b> <b>Room</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Schedule room (if necessary)</li><li><input type="checkbox"/> Check for phone or fax access for participation</li></ul> <b>Satellite Coordinates</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Receive coordinates from COD</li><li><input type="checkbox"/> Email or fax verification of receipt</li></ul> <b>Equipment</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Order equipment (if necessary)</li><li><input type="checkbox"/> Test equipment</li><li><input type="checkbox"/> Arrange for technical backup</li><li><input type="checkbox"/> Practice inputting the coordinates</li></ul> <b>Print Facilitator Material</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Teleconference checklist</li><li><input type="checkbox"/> Suggestions for Leading Discussions</li></ul>	<b><u>Day Before Teleconference</u></b> <b>Room</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Make sure room is available</li></ul> <b>Equipment</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Set up and test equipment</li></ul> <b>Print Participant Handouts</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Outlines</li><li><input type="checkbox"/> Summary</li><li><input type="checkbox"/> Discussion questions</li><li><input type="checkbox"/> Evaluations</li><li><input type="checkbox"/> Facilitator evaluation</li></ul> <b>Other Optional Materials</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Name tags</li><li><input type="checkbox"/> Water or soft drinks</li><li><input type="checkbox"/> Snacks</li></ul>
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<b><u>Morning of Teleconference</u></b> <b>Room</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Check for cleanliness, comfort, warmth</li></ul> <b>Equipment</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Input satellite coordinates</li><li><input type="checkbox"/> Turn on TV monitor</li></ul> <b>Set Up</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Handouts</li><li><input type="checkbox"/> Name tags</li><li><input type="checkbox"/> Snacks</li></ul>	<b><u>Immediately Before Teleconference</u></b> <ul style="list-style-type: none"><li><input type="checkbox"/> Meet participants at door</li><li><input type="checkbox"/> Distribute name tags and materials</li><li><input type="checkbox"/> Offer refreshments</li><li><input type="checkbox"/> Give overview of teleconference</li><li><input type="checkbox"/> Discuss pre-teleconference questions</li></ul>
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<b><u>During Teleconference</u></b> <b>Contact</b> <i>Soaring to Excellence</i> with questions for the presenter(s) <ul style="list-style-type: none"><li><input type="checkbox"/> Phone: 1-800-281-4424</li><li><input type="checkbox"/> Fax: 1-630-942-2788</li><li><input type="checkbox"/> Email: <a href="mailto:UPLINK@cdnet.cod.edu">UPLINK@cdnet.cod.edu</a></li></ul> <b>Troubleshoot problems</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Call COD Technical Support Line <b>630-942-4251</b></li></ul>	<b><u>After Teleconference</u></b> <ul style="list-style-type: none"><li><input type="checkbox"/> Discuss teleconference</li><li><input type="checkbox"/> Ask post-teleconference questions</li><li><input type="checkbox"/> Complete the evaluations</li><li><input type="checkbox"/> Encourage participants to check the <i>Soaring to Excellence</i> Web site</li><li><input type="checkbox"/> Thank participants as they leave</li><li><input type="checkbox"/> Return equipment, clean up</li><li><input type="checkbox"/> Mail evaluations to:  <b>Linda Slusar @ College of DuPage</b> <b>425 Fawell Blvd.</b> <b>Glen Ellyn, IL 60137-6599</b></li></ul>
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