

TELECONFERENCE CHECKLIST

Before the Telecast, Here's What You Need to Do:

- Identify a "Coordinator" to be the official contact for the county and to arrange all of the logistics prior to the teleconference and to be on-site the day of the event.
- Contact the nearest satellite viewing site and arrange equipment, seating, phone access.
- Encourage employee participation – announce via interoffice memo from the County Administrator.
- Complete and fax back to SCAC the registration form to report your participation. This is the only way we will know you plan to participate. Materials will only be sent to those who register.
- Identify a "Facilitator" who will encourage participants to call in with questions and/or comments.
- Make copies of the handout and evaluation form for each participant at your site.

On the Day of the Telecast, Here's What You Need to Do:

- The Coordinator should be on site before 8:30 a.m. to confirm that all equipment is working properly and that the phone line is operating. The satellite coordinate for this telecast is Channel ____ (TBD). There will be a test feed on Channel ____ at 8:30 a.m. to check the equipment. (Please do NOT place the telephone too close to the monitor – it will interfere with the participants' ability to hear the telecast when a call is being made.) If you have any technical problems, please call 1-888-761-8132.
- Participants should arrive at the viewing site no later than 8:45 a.m. It's a good idea for Coordinators to have snacks and beverages available for everyone.
- The Coordinator should circulate the sign-in sheet (to be provided by SCAC) before the telecast begins. (For large groups, please make additional copies of this form as needed.) In addition, the Coordinator should provide each participant with a copy of the speaker's handout.
- The Facilitator needs to assist with any interactive periods of the telecast and encourage participants to call in with questions. The call in number is _____ (TBD) or in the Columbia area _____. The more participation, the better the learning experience, so please encourage participants to take part.
- There will be a minimum of two breaks during the teleconference.
- Coordinators need to have copies of the evaluation form (to be provided by SCAC) to distribute to all participants at the conclusion of the telecast.

After the Telecast, Here's What You Need to Do:

- Coordinators need to mail the sign-in sheet to SCAC or fax it to 1-803-252-0379. ***Please make sure all names are legible.*** SCAC will provide certificates of participation (if requested) to all participants who have signed the sheet.
- Coordinators need to mail or fax the evaluation forms back to the SCAC offices.

QUESTIONS: Contact Lisa Maseng or Kathy Williams, 1-800-922-6081