Video Teleconference
Presenter Template

Teleconference Name: ________________________________________________

Beginning Time: ______________

Introduction

“Welcome to the __[title]__ teleconference. My name is __[your name]__, here at __[location]__. Today we will be discussing __[outline, agenda, etc]__."

Teleconferencing Etiquette

- “Please mute your microphones while you are not talking. The microphones are very sensitive and will pick up side conversations, rustling papers or tapping on the table for all to hear.”

- “When asking a question or commenting, remember to activate your microphone, then give your name and location to avoid confusion of who is talking.”

Introduce the Remote Sites

“Before we get started, let’s have each site introduce themselves. Let’s start with __[proceed down the list of sites]__."

Things to Remember During the Teleconference

- Say your name and location before commenting (for example, “This is Pat at Cornell.”) This helps the video equipment switch to your site, and also helps other sites identify who is speaking.

- When answering questions, repeat the question and identify who asked it.

Conclusion

[Include parting comments.]

“Thank you all for joining us. Good-bye everyone.”

[Provide a definitive ending for remote sites to disconnect.]

[Mute the microphone as soon as the conclusion is over. On-mic comments at the end could be embarrassing.]