

Program Outline

TDL Videoconferencing Seminar

For
Beginner
Participants

Working in Front of the Camera: How to Moderate and Present in Formal Videoconference

Date and Time:	Nov. 16, 2006 (Thu.) 14:00-17:00 (JST)
Place:	Main Site: World Bank TDL 10F, Fukoku Seimei Building 2-2-2 Uchisaiwai-cho, Chiyoda-ku, Tokyo Participating Sites: Sites in Japan (to be confirmed)
Mode of Instruction:	Videoconference
Language:	English
Instructor:	Mr. Drew Stewart

COURSE DESCRIPTION:

Familiarizing you with videoconferencing moderation, presentation, facility and technology-

When you use the VC Technology for learning and knowledge sharing, you will face challenges to moderate a videoconference session which links multiple remote sites, or to present a topic to a diversified audience in distance. The workshop will familiarize you with the videoconferencing technology, guide your preparation, and enhance your moderation and presentation skills in a videoconference session.

COURSE GOALS:

After the workshop, participants will be able to:

1. Explain how the GDLN sites are connected and work together;
2. List three most important technical tips for conducting a VC session;
3. List three most important things that a moderator needs to do in a VC session;
4. Acquire critical moderator skills, including opening and leading a session, maintaining discussion flow and managing time, as well as responding to technical difficulties

OUTLINE:

1. Introduction
2. Bridging Distances (how global sites are connected)
3. What can go wrong?
4. Talking & Listening (how to operate the system)
5. Adding Interest to your Presentation (Powerpoints, Document Camera)
6. Developing the Running Order
7. Roles: Who does what and when?
8. Video Conference session

*Exercise of moderating in front of camera is included.



TARGET PARTICIPANTS:

Moderators, Facilitators, MCs, Lecturers, Training Coordinators who utilizes Videoconferencing. This seminar targets rather beginner with limited experience or no experience in VC sessions.

LECTURER:

Mr. Drew Stewart
Senior TeleCourse Producer, Video Services Coordinator, GDLN

Program Outline

TDLC Videoconferencing Seminar

For
Advanced
Participants

Working in front of the Camera
Advanced Session;
How to Use the Video Conference Technology in New Ways
To Deliver a More Effective Video Conference Session

Date and Time:	Dec. 5, 2006 (Tue.) 14:00-17:00 (JST)
Place:	Main Site: World Bank TDLC 10F, Fukoku Seimei Building 2-2-2 Uchisaiwai-cho, Chiyoda-ku, Tokyo Participating Sites: Sites in Japan (to be confirmed)
Mode of Instruction:	Videoconference
Language:	English
Instructor:	Mr. Drew Stewart

COURSE DESCRIPTION:

For those who have previously moderated or participated in a multi-point videoconference and are familiarized with the technology and the necessary presentation skills.

This Advanced Session of "Working In Front of the Camera" will provide you with inventive suggestions and solutions on how to better utilize the technology so as to communicate more easily and more effectively.

COURSE GOALS:

After the workshop, participants will have learned:

1. How to manipulate configurations of the Videoconference display screen to better communicate with the audience.
2. How to best utilize Powerpoint presentations and web site demonstrations in the VC environment.
3. What collaborative PC applications work best inside the GDLN VC environment.
4. How to facilitate spontaneous and dynamic discussion with multiple sites.

OUTLINE:

1. Orientation
2. Configuring the display screen
3. Speaker support materials
4. Document Camera: The most versatile tool?
5. Collaborative Tools
6. Running Orders
7. Creating discussion environments
8. Video Conference session

*Exercise of moderating in front of camera is included.



Working in Front of the Camera



TARGET PARTICIPANTS:

Moderators, Facilitators, MCs, Lecturers, Training Coordinators who utilizes Videoconferencing. This seminar targets veterans who have much experience in VC sessions.

LECTURER:

Mr. Drew Stewart
Senior TeleCourse Producer, Video Services Coordinator, GDLN