

# **Videoconference Guidelines from the Moderator Telehealth Video Resources Center Planning Meeting**

Wednesday, April 16, 2008 8:30 am – 4:30 PM EST

Ohio Supercomputer Center, 1224 Kinnear Road, Columbus, OH 43212



With more than 13 videoconference locations, plus on-site participants, we expect robust participation during the Telehealth Video Resource Center working session. In an effort to provide opportunities for all to participate, we ask that you please refer to these guidelines for contributing to the discussions. Thank you.

1. Today's meeting is structured with prepared content, followed by discussion periods, as noted on the agenda. Discussion opportunities will be offered first to all of the videoconferencing participant sites. On-site participants are asked to hold their comments until the remote-site participants have had an opportunity to contribute. After all participants have been offered a chance to speak, more spontaneous conversation is welcome and encouraged.
2. Videoconferencing participants should prepare a large card with your name or the name of your location on the card. To be recognized, please raise the card from the table to make it visible to the moderator. The moderator will recognize you and ask for your comment(s).
3. All participants should allow a pause between speakers to allow for any latency or redundancy in the networking technology.
4. An e-mail address also is available to submit comments and questions to the moderator. These will be read by the moderator and shared or addressed as appropriate. Use this line to communicate if you are unable to hear, have an urgent question or comment that cannot wait, a question of clarification, or any other needs. Please use this email address: lflick@osc.edu.
5. Videoconferencing participants should keep their microphones on mute; un-mute only when speaking.
6. On-site participants should refrain from any additional conversation when the moderator or others are speaking. This will ensure everyone can hear.

*Again, we appreciate your participation and  
look forward to an active discussion.*

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