

Title:

Eight Steps To Guarantee A Successful Video Or Web Conference

Word Count:

688

Summary:

A successful video or web conference can really give a boost to your organization. Online conf

Keywords:

video conferencing, web conferencing, video conferencing software, web conferencing software

Article Body:

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1. Make sure each of your attendees has enough bandwidth at his or her location.

There is nothing more frustrating than trying to watch a video online when you just don't have

2. Test your web cameras to see that they are working properly.

If video will be involved at any of the locations, make sure that the location has tested their

3. Check your sound equipment in advance.

If VoIP (audio) is going to be used from within the meeting itself, make sure that all attendees

4. Supply your participants with proper access information in advance of the conference.

If audio will be conducted via an audio conference call, make sure all attendees have the access

5. Conduct a ^trial-run~ of your presentation prior to the conference date.

The presenters or leaders of the conference should practice in advance. If a presentation will

6. Supply web access information to your participants well in advance of the meeting.

Make sure that all of your participants know how to access the video and web ^conference room~

7. Get as much training as you can in the video or web conference system that you will be using.

The host should be very familiar and comfortable with the video or web conferencing system they

8. Conduct a test meeting prior to the big event.

Most importantly! Conduct a test meeting or two before the day of the "big" meeting. Tests will

The key to a successful online conference, whether it be a web conference, a video conference

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