

Procedure and Organization of Teleconferencing

Teleconferencing:

A teleconference is a meeting of three or more people who are separated by distance, using electronic communication. The participants might be in the same city, or could be thousands of miles apart, in different countries on different continents. They may interact with one another, or the conference might be one-way a lecture or presentation that a number of people can attend at the same time from different places. Sometimes, there are only three or four people involved, sometimes 25 or 30, sometimes hundreds. Teleconferencing is a way of bringing a group of people together from different locations without having to travel long distances.



The three most common types of teleconference are

- ✓ Conference calls (voice only)
- ✓ Videoconferences (voice and video) and
- ✓ Web-based conferences (incorporate voice and/or video)

Conference call:

A conference call is simply a phone call with more than two participants. It usually requires no special equipment besides a telephone, although speaker phones can be used if there is more than one person at a site.

Video Conference:

A video conference is one in which two or more groups of people, each at a location equipped for videoconferencing, can see one another and interact, or view a

presentation (which, in turn, may originate from yet another location) and, in some cases, respond to it. The equipment used here has, until recently, consisted of videocameras and microphones tied to a live TV feed, creating a need for satellite dishes and other transmission equipment, and for specialized technical assistance.

Web-based Conference:

These are, or can be, similar to videoconferences in that groups of people – or a large number of widely separated individuals, for that matter – can have audio and visual contact. They are different in that video transmission takes place over high-speed Internet lines, and requires some basic – and largely programmable – equipment and appropriate software.

Importance of Organizing Teleconference:

- ✓ Professional development.
- ✓ Collaboration on countywide, statewide, or national programs or initiatives.
- ✓ Education and distance learning.
- ✓ Idea sharing.
- ✓ The communication of rules, regulations, expectations, etc.
- ✓ Medical consultation.
- ✓ Establishment of connections among participants.
- ✓ Extension of the reach of an important speaker, awards ceremony, annual meeting, etc.
- ✓ Advocacy.

Reasons for Orgaizing Teleconference:

- When travel is not possible because of conditions, time, and/or expense.
- When you want to involve a very large number of people.
- When regular, reasonably frequent, meetings must be held among people in widespread locations.
- When computer files that need to be viewed and/or manipulated by a number of people as the conference goes on are integral to the purpose of the conference.

Who can Organize a Teleconference:

- * Funders
- * State agencies
- * Hospitals or other centers of training and practice
- * Colleges and universities
- * State or national professional associations
- * Lead agencies in collaborations that span several communities
- * Professional consultants or suppliers that have been hired by one of the above entities to provide training, evaluation, equipment or software and instruction in its use, or other services to organizations or individuals engaged in health and community work

Procedure of organization of Teleconference:

- ✓ Determine the purpose and topic(s) of the teleconference.
- ✓ Identify your audience.
- ✓ Choose the technology for the teleconference.

- ✓ Organize host sites.
- ✓ Choose a date and time for the conference.
- ✓ Arrange the teleconference with the appropriate service provider, if necessary.
- ✓ Arrange for technical coordination at both the initiation point and the host sites.
- ✓ Get the word out – publicize the teleconference.
- ✓ Sign up – recruit and register participants.
- ✓ Prepare the sites.
- ✓ Welcome participants and do the paperwork.
- ✓ Hold the teleconference.
- ✓ Evaluate the teleconference.
- ✓ Follow-up.

