



Hosting Video Conferences

Preparing for your video conference (VC)



- Contact participants well before the session
- Develop and share meeting expectations¹
- Test your video conferencing tool with a friend and ensure you understand the settings and features.
- Arrange to have a co-host if possible (e.g. another teacher)
- See our [VC video and audio guide](#) with tips for video and audio
- Read our [Technical Considerations for Video conferencing](#) to maximise your home setup.
- See the Ministry of Education's [Video conferencing options and guidance](#) page for information on specific applications.

Preparing your video conference materials



- Think about your participants and their needs first
- Design short purposeful sessions
- If you plan to create slides or visuals to share, stick to simple, clear layouts. See our [Accessible slide design examples here](#)
- Assume some people may not be able to attend, or may have wifi/audio/video issues, so provide essential content in different ways.

During the meeting



- Welcome people into the video conference as they arrive
- Remind new groups of expectations and protocols
- Nominate someone (e.g. your co-host) to monitor the chat
- Promote participation - especially for larger groups e.g.
 - Ask questions and use the chat for answers
 - Name the person to speak (so people don't talk over each other)
 - Use additional options provided by some Video Conferencing tools (e.g. hand up, built in breakout rooms, participation icons)
- If appropriate, record sessions to allow those who could not attend to see the video later.

After the video conference



- Share content for those who could not attend the video conference
- Refine your design based on your evaluation and feedback.

¹ Examples of Video Conferencing protocols (these could be co-created with students ākonga)

- Seating arrangements for student privacy
- When to mute audio and video
- Protocols for speaking, screen sharing and signaling that you want to speak

