Preparing for a Virtual Visit with Passages Canada: Speakers

Here are some tips to make your virtual visit go smoothly:

A week or so before the presentation…

☐ If you have not done so already, confirm the date, time and length of visit with the educator. Be aware of time zones.

☐ Identify a quiet, well-lit space for the call where there will not be distractions caused by background noise or movement. Have a back-up option in case the space becomes noisy.

☐ Set up a test call with the educator using the same device and internet connection you plan to use. (I.e. if you plan to do the call in a boardroom on an iPad, perform your test call in this same setting using the same iPad.)

☐ Determine who will initiate the call and who will call back if the connection is lost. Share phone numbers so that you have one another's contact info should you lose the connection.

☐ Ask the educator to have the audience prepare questions ahead of time. The educator can share these with you ahead of your presentation to help you prepare.

☐ Find out what the audience will be doing while you speak (taking notes? listening? doing an activity?)

On the day of…

☐ Power up your device and test your connection at least 20 minutes before the call is supposed to begin to avoid technical difficulties.

☐ Before beginning, confirm that the group can hear you.

Strategies for connecting with your audience include:

- Look straight in to your camera so that they feel like you are looking straight at them;
- Share information about your location (e.g., weather, time difference, distance in kms, etc);
- Show pictures, objects or maps, or play a piece of music (you may do this by sharing your computer screen pre-loaded with the visuals, or by having the teacher show the images from their computer screen);
- Leave time for questions from the audience.

Suggested free software:

Skype, Google Hangout, Cisco Jabber Video, Cisco WebEx, FaceTime.

Do you have other tips? Let us know at passages@historicacanada.ca

This resource has been adapted from a similar document created by the Digital Human Library.