

Technology-related Suggestions for Pediatric Grand Rounds Presenters

Multi-point videoconferencing is used for Pediatric Grand Rounds and M&M Conferences.
Distant audiences can see the slide show and hear, but not see, the presenter.

UTMB Research Building 6 (host site)	Primary Care Pavilion	Island Pedi West Clinics	Bay Colony Primary and Subspecialty Clinics	several UTMB Pedi Community-based Clinics	several Regional Maternal Child Health Clinics
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PLEASE....

1. **Do not use a laser pointer** as it will not be seen at the distant sites. Instead use the mouse cursor.
2. **Use a lavalier/lapel microphone**
3. **Acknowledge the distance audiences**, letting them know you are aware of their participation.

DURING Q&A TIME

1. **Involve distant participants** in the Q&A time by specifically inviting their questions. "Bay Colony or PCP, do you have any questions?"
2. **Sound for distant sites.** The ceiling microphones will pick up the speaker *and* audience voices for the distant sites. Nevertheless, it is still a good idea to repeat the question .
3. **Sound for the main room (RB62.312).** Often the audience on one side of the room cannot hear comments/questions from the other side of the room. This is another reason to **repeat the question-** for participants on the other side of the room. Other options include:
 - a. Ask the commenter/questioner to speak up so the other side of the room can hear.
 - b. Hand the commenter/questioner the hand-held mic.

OTHER NOTES

1. **Arrive early.** Please arrive at 7:30 to check your presentation.
2. **Other equipment.** Alert the Grand Rounds Coordinator in advance if you plan to use:
 - a. Audience response system (clickers)- this needs to be reserved.
 - b. Mac laptop or ipad
 - c. Other equipment
3. **Recording.** We have the capacity to record the session. This is not routine, but if you want your session recorded, please ask ahead of time.