

## **WELCOME TO THE OCEAN INSTITUTE VIDEOCONFERENCE PROGRAMS**

We are pleased that you will be joining us for the ***An Octopus is Amazing Video Conference!*** We are proud and excited to provide your students with this exciting program. We have built our Center for Technology and developed this program to assist teachers in implementing science content standards during the school year. This unique approach allows the Ocean Institute to connect in real-time with students across the country.

Please take a few moments to familiarize yourself with the materials we have included, and share them with other teachers and technical support. These materials contain important information to prepare you and your students for your program. You will also find important forms that must be returned to the Ocean Institute.

If you have any questions about your program with the Ocean Institute, please do not hesitate to contact our Director of Environmental Programs, Jonathan Witt at 949-496-2274, extension 330. Again, welcome to the Videoconference series of programs! We're looking forward to our connection.

Sincerely,

Rick Baker  
Vice President of Education



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### APPENDIX – FORMS

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## A. ADMINISTRATIVE CHECKLIST FOR THE VIDEOCONFERENCE

This preparation package contains information for your upcoming videoconference. Please review the package carefully to ensure that you will be prepared for your program.

### **Immediately upon receiving this package...**

- Carefully review the Required Forms and Observation Sequence descriptions and sheets
- Pass along our equipment information to your technician and arrange for a test connection of the videoconferencing systems (the test call should be scheduled at least 2 weeks prior to the program)
- Complete and submit the Videoconference Reservation & Information forms and the Program Information Worksheet

### **Two weeks prior to your trip...**

- Confirm your program date and time
- Confirm that payment has been mailed to the Ocean Institute—full payment must be received a minimum of 10 days before your program
- Complete the test call

### **One week prior to your trip...**

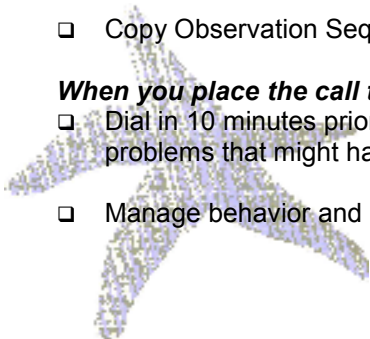
- Contact the Ocean Institute to discuss any final questions or concerns

### **24 hours to go!!!...**

- Discuss appropriate behavior during a videoconference with your students
- Copy Observation Sequence Sheets (if applicable)

### **When you place the call to the Ocean Institute...**

- Dial in 10 minutes prior to the start of the program to establish the connection and troubleshoot any problems that might have occurred
- Manage behavior and call on students who have questions or answers



## B. ADMINISTRATIVE PREPARATION FOR THE VIDEOCONFERENCE

### ADMINISTRATIVE CONTACT

For scheduling information, please contact:

Rachel Gomez, Reservation Coordinator  
Telephone Number: (949) 496-2274, extension 211  
E-mail: [rgomez@ocean-institute.org](mailto:rgomez@ocean-institute.org)

For program information, please contact:

Jonathan Witt, Director of Environmental Programs  
Telephone Number: (949) 496-2274, extension 330  
E-mail: [jwitt@ocean-institute.org](mailto:jwitt@ocean-institute.org)

### INTRODUCTION

Thank you for choosing the Ocean Institute's videoconferencing programs. We appreciate the time and effort it takes to prepare your students for their program, and we will do everything we can to make their experience as rewarding as possible.

Please make sure that all of the participating teachers have a copy of these teacher materials. The information contained here can help you find answers to your questions, develop your preparation timeline, and prepare your students. Please call us at any time with any questions you may have about your program.

### EQUIPMENT

The Ocean Institute's Center for Technology is equipped with H.320 technology.  
IP address is 98.189.157.235

### TEST CALLS

It is important to complete a test call at least two weeks before your program. Please contact Jonathan Witt by email at [jwitt@ocean-institute.org](mailto:jwitt@ocean-institute.org) or by telephone at (949) 496-2274 x330 to schedule the test.

### STUDENT PREPARATION

Students should be prepared to interact with the Ocean Institute instructor during the program. In order to facilitate this interactivity, we have developed Observation Sequence Sheets for each program that we offer. Please confirm on your submitted **Information Worksheet** if you plan to use these forms during the videoconference.

### STARTING THE VIDEOCONFERENCE

Please call the Ocean Institute videoconferencing system 10 minutes prior to the start of your program. If you are unable to connect or are experiencing other technical issues, please call the Ocean Institute's Center for Technology at (949) 496-2274, extension 313.

### STUDENT BEHAVIORAL EXPECTATIONS

Students should be familiar with the concept of a two-way connection and understand that each side can see, hear, and interact with the other. Please work cooperatively with the Ocean Institute instructor to manage the students and call on students who have questions or answers. Remind the students that when they are speaking, they should speak clearly and loud enough so that the instructor can hear them.

### PAYMENT

The cost for the videoconference is \$210. Payment must be received 10 days before your program date. Please mail a single check for the total amount of the program minus the deposit you had previously paid. Please make the check payable to **Ocean Institute**.