

Memory Project Speakers: How to complete a speaking engagement via video call

If you have any questions about how to conduct video calls, do not hesitate to reach out to The Memory Project team: memory@historicanada.ca

Before the Visit

1 Connect with the visit organizer via email or phone **before the visit date**. Discuss the details of the visit, such as:

- The video call platform they will be using;
- How you will be added to the call;
- What you will be talking about;
- Time and duration of the visit;
- Whether the attendees are on video;
- Whether attendees will have audio capability or if you will be the only speaker;
- How to manage questions;
➔ We recommend that organizers hold questions until the end of the talk.
- What to do if your connection cuts out during the talk.

2 **Download** (if required) the video call platform you have agreed on onto your computer, tablet, or phone. Create an account (if required). Here are some tips for a few platforms that are popular among educators:

Skype: Create a free [Skype account](#) using your email. The organizer will add you as a contact, so that they can call you at the designated time. When answering a call, you have the option to accept as audio only (the button with the phone) or audio and video (the button with the video camera). You can change which type of call you are on after you accept. For more information about using Skype, visit their [how to answer a Skype call page](#), [how to use a Skype invitation link](#), or their general [support page](#).

Zoom: You do not need a Zoom account to join a meeting, but you can create a [free account](#) if you would like. You can join a meeting by clicking the invitation link or entering the meeting ID number and password that the organizer will provide ahead of your call. When joining a meeting, Zoom will prompt you to allow audio and video. You may be placed in a “waiting room” while the host (visit organizer) adds you to the call. For more information about using Zoom, visit their [support page](#) or watch their video tutorial, [Join a Meeting](#).

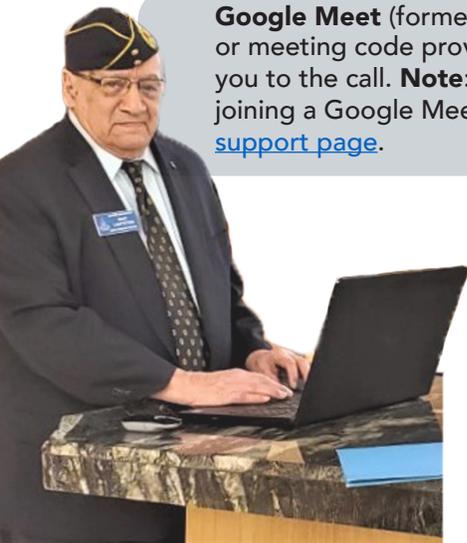
Google Meet (formerly Google Hangouts Meet; Google Hangouts): You can join a meeting using a link or meeting code provided by the organizer. You may have to wait while the host (visit organizer) adds you to the call. **Note:** You do not need a Gmail address to join a meeting. For more information about joining a Google Meet call, read the [Join a video meeting instructions](#) or visit the Google Meet [support page](#).

3 Test your video and audio. If possible, arrange a short test call between just you and the organizer beforehand. This allows you to become familiar with the technology and work out any problems before the actual visit.

- **Tip:** If you are using a computer (rather than a smartphone or tablet), ensure that your microphone is turned on both in the software you are using (e.g., Skype or Zoom) and also in your computer settings. You will want to make sure your computer’s camera works, too.

A symbol similar to this indicates your microphone is on. 

A symbol similar to this indicates your microphone is off. 



Screen-Sharing

- On certain video call platforms, you can share the screen of your computer. This means that attendees will see what is displayed on your computer.
- This is useful if you want to share a slideshow, photos, or videos with the attendees.
- If you want to screen-share, try it out with the visit organizer in a one-on-one test call before the visit.

Note: Screen-sharing is not mandatory for Memory Project visits but can enhance your presentation.

How-To:

- **Skype:** [Screen sharing in Skype](#) written instructions
- **Zoom:** [Sharing Your Screen](#) written instructions and [Sharing Your Screen](#) video tutorial
- **Google Meet:** [Present during a video](#) meeting written instructions

The Visit

- 4** Be ready for the visit before the arranged time (double-check time zones!). Open or login to the chosen video call platform. Accept the call from the organizer or follow the invitation link (to be arranged with the organizer beforehand) to join the visit. **If you have not received the link or meeting ID from the organizer, reach out to them as soon as possible to arrange this.**

- Ensure that your audio and video are enabled.
- Make sure the device you are using (phone, tablet, computer) is plugged in or fully charged.
- Use headphones if there is background noise, so you can hear better.

- 5** Share your story!

- If there are any internet connection problems, such as a delay in video or audio, you may be asked to repeat parts of your talk.
- If your connection cuts out during the talk, try to reconnect with the organizer. If you are not able to do so, email or call the organizer as soon as possible to let them know and arrange a make-up visit.
- **Note:** the [volunteer code of conduct](#) applies to remote visits.

After the visit

- 6** Send us feedback about how the visit went to memory@historicacanada.ca. This can be about your presentation, the group you presented to, and/or the technology used for the video call.

