



Home Tutor Networking and Support

Home Tutor Teleconference – Michael Katona (from Autism Qld)

Wednesday, October 28th, 2009, 7.30-8.30 PM.

Michael Katona will be discussing Social Skills and your ASD student.

Format of Teleconference:

Michael will discuss the topic, social skills, and then respond to any questions you have. Please email your questions about social skills, friendships, confidence in social situations and appropriate social behaviour to your case manager; GO, Jo Nehmer (jnehm2@eq.edu.au), or Dale Young (dyoun23@eq.edu.au) by Monday 26th October. Questions will be forwarded to Michael before the teleconference.

Michael Katona – After completing high school, Michael began working as a general nurse for 7 years specialising in Operating Theatre, Emergency and Intensive Care. Following this he completed a primary school teaching diploma and began working for Education Queensland (EQ). Within EQ, he has worked as a Primary, Secondary, Advisory Visiting and Special Education Teacher. His last years in EQ were spent working with adolescents with ASD in High School. He left EQ and commenced working for Autism Queensland in various roles - Family Support Worker, Group Teacher and Consultancy and is now part of the Training Team with involvement in presentation of workshops for Autism Queensland and speaking at support groups, community centres, conferences and schools. Michael was diagnosed with Asperger's Disorder in 2000 and has a 16 year old son who is also diagnosed with Asperger's Disorder. His qualifications are MEd (Special Education Guidance and Counseling), GradDip (Computer Education), DipMaths Teaching (Secondary), DipTeach (Primary) and General Nursing Certificate. He is currently studying a BA with a double major in Archaeology. In 2010 Michael will be studying a M(Phil) as part of the Autism Queensland UQ Research Team working on auditory processing and academic achievement in children with ASD.

How to join this teleconference:

Participants who live in Brisbane dial 3842 1333.

Country STL students dial 1800 057 525

Other country participants dial 1800 066 311

For all participants:

Listen for the telebridge- it gives 2 rings, then 2 beeps

After the beeps, dial this PIN: **1258369** (Please note new number)

The first person to dial in will hear music. Those joining after that will automatically enter the conference.

TeleConference Etiquette

We want each person's bridge experiences to be positive. To that end, here are some additional instructions that are often shared with new conferees in a teleconference.

1. **Mute button.** Use your telephone's mute button, if there is one. Background noise, the dog barking, radio, etc., can make it hard for other callers to hear. If you don't have a mute button, not to worry. Just try to call from a quiet location.
2. **Breathing.** Some people breathe 'heavier' than others. And most of the heavy breathers don't realize it. (Who, ME?) So, we ask everyone to hold the mouthpiece or telephone headset microphone a bit away from their mouth and nose, unless they are speaking. This sounds pretty silly, but when you're on a teleconference with a heavy breather, you'll understand why it matters!
3. **2-line phones.** If you have a two-line phone, please turn the ringer off of the second line. If you don't, and you get a call during the teleconference, it can really be a shrill noise that everyone hears.
4. **Dogs (and cats).** If you're on a smaller teleconference (like 10-30 callers), your dog will probably woof at exactly the time needed for some comic relief, so it's not usually a problem. But if you're on a larger teleconferences (30-200 callers), please put Fido in another room.
5. **Speakerphones, mobile phones, cordless phones, computer telephony, and sometimes headsets.** Please don't use them. Speakerphones are wonderful things, but we ask that you not speak into them when sharing. Pick up the handset when you share and put the mute button on when you're just listening. The clarity/quality simply isn't good enough on all of these types of phones.

Mobile phones and cordless phones can cause noise that everyone else will hear. If the only phone you have is cordless, stay close to the base unit. Mobile phones are affected by atmospheric conditions and satellite problems as well as crossed signals, all of which can affect the bridge quality for everyone involved.

Computer-based dial-ups into bridges are not supported by Telebridge. Use of this technology can cause noise, distortion and static and can make bridges unusable, sometimes for days.

Headsets save aching necks and free your hands for taking notes. However, if there is a problem with noise, sometimes it is caused by a faulty headset. In the case of a noisy teleconference, we recommend that you switch to your handset to see if this alleviates the problem. Also, make sure your headset batteries are fresh.

6. **Sharing.** The moderator will usually ask for callers to share or respond, throughout the teleconference. However, please wait to be prompted -- don't just speak up, unless invited. If/when you do share, say something like, "Thomas (or the moderator's name), this is Bob from Tampa." The moderator will say, "Yes, Bob, go ahead." Then you can say whatever you'd like to. Always use the moderators name and wait until they respond, indicating that you can proceed. Note, however, that on smaller teleconferences this formality isn't usually needed and there is a natural flow to people sharing and discussing.
7. **Commenting.** If you want to comment on something that another caller has said, please keep your comments extremely positive. Don't say things like: "I disagree with Bob." or "I take exception to that...." or "That's incorrect." Even if all of these are true! Just say what you want to say and if you want to relate it to another caller's comment, make it positive!
8. **Cross talk.** If another caller says something that you want to comment on or ask more information about, go through the moderator, don't speak to the person directly, at least at first. Let the moderator play traffic cop. You could say something like, "Thomas, can I ask that Marlene rephrase the point she just made?" Again, on smaller teleconferences, this isn't as necessary, but on the large teleconferences, it really is.

9. **Calling in on time.** Please don't call the bridge before the scheduled time -- If you're late to the teleconference, no problem, just dial in and be silent until you catch on to what's being discussed. The moderator may or may not officially welcome you -- but probably won't so as not to disturb the flow of the teleconference. That doesn't mean you're not welcome! And, finally, if you're more than 10 minutes late, be really careful about asking questions, as they may well have been asked earlier.
10. **Audiotaping.** Conferees may not audiotape the teleconferences. First, it's illegal unless everyone has given permission. Secondly, there might be intellectual property involved. If the moderator is taping a teleconference, s/he must let everyone know at the beginning of the teleconference.
11. **Disconnections.** If you get disconnected, all is not lost! Simply call back into the bridge. Sometimes it is the bridge itself, and sometimes a temporary break in your long distance service causes a drop to occur.