Virtual Field Trips are live, interactive broadcasts to your classroom. They save time and money compared to an out of classroom field trip and bring students close to the scholarship and collections of Harvard University. A Museum educator brings a video camera into the exhibition to highlight artifacts and asks and answers students’ questions.

**The program includes:**

1. A 50-minute live broadcast session with a museum educator.
2. A scheduled phone call with the classroom teacher prior to broadcast.
3. A test broadcast to confirm connections.
4. Downloadable student field “notebooks” for note taking during the program.
5. Annotated bibliography of online resources to use with students related to the objects in the program.

**Teachers will need**

* A movie screen or large blank wall
* A computer with hard-wired access (Ethernet cable) to the school internet (Wi-Fi or wireless connections are **not** effective for live-streaming video and audio.)
* 1 projector for the computer
* A free Skype account.

**Reservations**

* Please contact Reservations at **617-495-3216** or complete the online [Reservation Request Form](https://harvard.az1.qualtrics.com/jfe/form/SV_b4tur3QpZECdWAd). You will be contacted to finalize details and set up the test broadcast one week before the program. You may schedule more than one Skype program per day.

**Payment**

* Payment is made in advance of the visit and must be received by the program date. *Note this is different than our field trip policy* where payment is made the day of the program.
* Fee is $150 for up to 50 students. Your school may be eligible for a fee waiver based upon the percentage of students receiving free or reduced lunch. Reservations can discuss eligibility.
* Use a credit card or a single check for one or more programs made out to Harvard University. Mail checks to **Cathy DiSanzo, Reservations Assistant, Education Department, 26 Oxford Street, Cambridge, MA 02138.**

**Prepping for the Broadcast**

* After reservation and payment, look out for an email asking you to schedule a brief phone meeting with the educator the week before the broadcast to confirm set-up requirements and outline procedures. This phone meeting will review what to do in case audio or video breaks down, managing student questions and the student field notebooks. If you have email issues, educators can be reached at 617-495-2808.