

# Handy Guide to Virtual Touring with **PATRICK CARMAN**

Use this checklist to plan for your virtual visit with Patrick Carman! Virtual Tours are provided free of charge.

## **Step 1: Select a group for the purpose**

Mr. Carman loves to speak to groups of children and adults about his books, reading and writing. The time is best spent if your group focuses on one of the book series:

- Atherton trilogy (best for ages 10-15)
- The Land of Elyon series (best for ages 9-14)
- Elliot's Park adventures (best for independent readers ages 6-8 and read alouds for younger children)

Usually those who have read at least one of his books get the most from the Virtual Tour. Groups ranging in size from ten to 50 work well.

## **Step 2: Gather supplies**

You will need to have all of these supplies present and in good working order for the event:

- Broadband Internet connection (the faster, the better so you don't lose the call)
- Web cam (Logitech Quickcam 9000 is a great choice for around \$100)
- Computer
- Speakers that connect to the computer and are loud enough for everyone present to hear Mr. Carman speak
- Microphone (either connected to the computer or integrated)

You may want to have a projector if there is a large group.

## **Step 3: Set up a Skype account**

Go to [www.skype.com](http://www.skype.com) and click "Download" on the home page. Follow the installation instructions. Open Skype and sign up for an account. Skype users can call each other for free.

## **Step 4: Contact us**

Send an email to [virtualtours@patrickcarman.com](mailto:virtualtours@patrickcarman.com). Please include your name and telephone number in the email. Someone will call you within 72 hours to:

- Set up a test call to make sure a quality connection can be made
- Schedule a time for your Virtual Tour with Patrick Carman

Please plan on 20-30 minutes for the Virtual Tour. Mr. Carman prefers daytime appointments, though will consider evening appointments for those on the East Coast.

Mr. Carman looks forward to chatting with your group!