

PRESENTING SUCCESSFULLY VIA VIDEOCONFERENCING (VC)

VC PRESENTATION TIPS

BEFORE THE SESSION

Modify the content of the session to suit the VC medium

- To be an effective presenter using VC you must present less material and interact more. It is estimated that content should be reduced by up to 20% from face to face sessions.
- Structure your session so you keep the remote audience involved by presenting your content in 15-minute changes and then interacting for 5 minutes. Interaction can be in the form of invitations to ask question, asking the audience a question or setting an activity. Another technique may be to give the audience a problem that asks them to apply the 15-minute chunk of information.



Develop appropriate graphics & visual for the session

- Use landscape orientation for your presentation.
- Use simple large fonts (suggest a minimum font of 32 points).
- Best font: Arial
- Information is best presented using "bullet" points or key words.
- Keep lists simple (no more than 3 or 4 bullet lists per screen).
- Best backgrounds are light blue backgrounds with black text or light grey backgrounds with black text.
- Use the "Rule of 6" – 6 words per line, six lines per graphic.

Prepare the audience

- Send participants handouts, activities and copies of any presentation/visuals prior to the session.

Develop contingency plans

- Technical problems will happen. Equipment may malfunction, the network may be down, or electricity may go out. Create a back-up plan in case these problems occur. Have a backup for your audiovisuals as well (example, if the PowerPoint does not work, you might have individual paper slides you can use on the visual presenter).

IMMEDIATELY PRIOR TO THE SESSION

Presenter Support

- Ensure a support person is available to assist throughout the entire session. This person may be responsible for supporting any technical difficulties (eg. phoning site not yet dialled into the VC) and assisting in application of the equipment (eg. moving the camera, switching between the camera and the visuals).

Wear the right clothing

- Solid shades of blue or grey are usually best.
- Avoid multicoloured clothes or prints

Be Prepared

- Do a dry run
- Be in the VC room at least 20 minutes before the start of the conference.

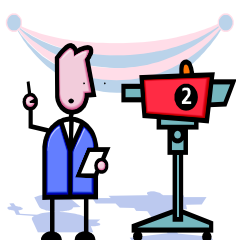


Test the equipment

- Try the equipment and the presentation in advance.
- Check microphone placement to maximize presentation and minimize ambient noise.
- Always test any graphics & visuals on the equipment to ensure picture clarity.

PIP (Picture in Picture)

- Ensure that you PIP (picture in picture) is turned on – this will allow you to monitor what the receiving sites are viewing.



Establish camera shot pre-sets

- Establish a number of preset camera shots, which may include:
 - Full body shots or view of everyone in the room.
 - Medium shots from the waist up of the presenter (s)
 - Close up shots (get attention).

Write down the number of the preset and the corresponding view for quick reference.

Using Peripheral Equipment

- Peripheral equipment that can be utilised with video-conferencing can include a document camera, laptop or handcam.
- Ensure you have tested the equipment and are familiar with its application.

Familiarise yourself with the equipment

- Familiarise yourself with the following functions on the remote control:
 - Switching between the presentation and the camera.
 - The mute button.
 - Pre-set camera shots.

Site Information

- Ensure you have a copy of all participating site information (site, ISDN number, site contact, site phone number etc).
- Ensure you have a copy of the Bridge Booking form (if applicable).
- It is recommended you develop a second list including: site, site spokes person & site participants. This is a simple list for the presenter to refer to during the presentation. You can then add further names identified during role call.

BEGINNING THE SESSION

Start the videoconference on time.

- The bridge coordinator (from Conferwest) will let you know when everyone is linked (if using a bridge).
- You will need to start on time even if other sites are not linked in.
- Your support person can assist in following up latecomers.
- The entry of a new site into the VC is typically marked by a “beep”.
- You may choose to acknowledge the site as they enter the VC, or do so at a break in the presentation.
- The period before the session starts (as sites are dialling in) provides a good opportunity to undertake a sound and visual check with each site as they arrive in the VC.



Introducing and beginning the session

- At the beginning of the session introduce your self and those in the room with you.
- Then acknowledge the remote audience with a role call. (The initial introduction may take some time, but it is essential to establishing a relationship with the audience). Suggest: “I am going to ask each site to un-mute and one person to introduce each person at their site and their position. When you have finished please remember to put mute on again”.
- If you do not need to know who is participating at each site, ask each site to identify a “speaker” for the group. Suggest: “I am going to ask each site to un-mute and identify a speaker for the group. When you have finished please remember to put mute on again”.
- List the sites in order that you have them on your paper (see Site Information above). Make sure you write down the names of people at the site. If you don't catch all the names, make sure you at least have one chair.
- Provide sites with contact phone number in case of difficulty for:
 - Bridge Help Desk
 - Presenter (or other support on site with presenter).
- Briefly outline VC etiquette for the session:
 - Request sites remain on mute unless speaking.
 - Announce protocol for being recognized when participants would like to speak. When speaking participants should say: "This is (my name) at (my site).
 - Indicate scheduled question times.
 - Indicate procedure for asking questions between times.

Give an overview

- Inform participants of learning objectives
- State why content is important.
- Explain format/structure of session.

DURING THE SESSION

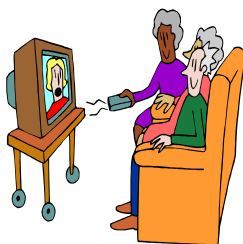
Encourage interaction

- Interact with the audience through questions & activities.
- When asking question you may choose to direct a specific question to participants at a specific site. For example you may ask 2-3 sites to respond to the first question, and then a difference 2-3 sites to respond to the next question.

- Try to rotate your questions/responses from site to site so that everyone feels involved.
- Through out the session you may need to check if anyone has any questions or comments for the presenter. Suggest: *“If anyone has any questions at this point please feel free to ask. Just un-mute and begin talking. Make sure you say the site that you are from.”*
- Midway and at the conclusion of the session it may be beneficial to use a “round robin” method to determine if any sites have questions. Say each sites name and ask them if they have any questions.

Using visuals

- It is important to go back and forth between your visuals and your preset camera shots (of the presenter). Watching visuals (eg. ppt or slides) for long periods can be quite boring.



Modify your speech, sounds & movements

- The microphone can pick up and exaggerate sounds.
- Avoid tapping or shuffling paper close to the microphone.
- Avoid moving around excessively.
- Talk a little bit slower than you usually do.
- There is about a half second transmission delay so pause briefly for others to comment.

Maintain eye contact

- Look towards the monitors and gesture as if the participants were sitting in front of you.

Keep to time

- Keep your eye on the clock.
- Remember that roll calls and question time take longer than you think.

ENDING THE SESSION

Provide a closing or summary

- Provide a summary – referring back to the learning objectives.
- Suggested strategy: Ask someone at each or select site to recap on something they have learned that was important to them.

Provide the opportunity for final questions/comments.

- It is generally recommended that you finish the VC by asking each site if they have any questions/comments (via a round robin).

Provide instructions to “hang up”.

- Exiting sites are indicated by a “beep”.