



Presentation Guidelines for speakers at a videoconference

If you have never given a lecture in a videoconference before, it is important that a short training session is organized beforehand to enable you to be familiarized with speaking on camera, and to test if the presentation materials (movies, Powerpoint presentations etc.) work prior to the presentation.

Presenter Guidelines:

- Limit your movement in the room. Be aware of local camera placement and don't pace up and down.
- In your presentation, keep in mind what the remote audience can see, for instance when using whiteboards write with larger characters than you would normally use.
- Avoid the use of transparencies and document cameras.
- Use prepared digital materials as a basis for your presentations, eg. Powerpoint, PDFs, etc. Check in advance that various embedded features, such as movies, work.
- Ensure that the pages of your presentation are uncrowded and use large fonts. Avoid reproducing pages of manuscript, try and use dot point format.
- Do not forget the remote audience – encourage their participation. Be sure to look at the local cameras at appropriate times so as to eye-ball the remote audience.
- If a member of the local audience asks a question, please repeat it so that the remote audience can hear (the microphones do not usually pick up the sound of the local audience).
- Comply with the advertised level of technicality for your presentation.
- **The actual presentation needs to be available 48 hours in advance** even from experienced speakers. This allows checking by the technician if the presentation works in the room.
- **Avoid powerpoint embellishment:** every click is transmitted separately and so while simple bullets or animations are fine, adding glitter, beeps, flashing words etc. can mean the host site is running well ahead of the clients and lots of things are either out of sync or hard to read.