

Presenter Tips

The following notes are provided to help you make the most of presenting via videoconference.

- Your usual business clothes will be fine - avoid very 'busy' patterns as these can blur and make your picture 'fuzzy' (unless you're using HD videoconferencing – in which case you don't need to worry about this). Pastel colours are better than white. Avoid bright, flashy jewellery as this can reflect the light and be distracting.
- Think about the image you want to convey – suit for formality, casual clothes for a relaxed atmosphere.
- It's best not to walk around during your presentation or you might disappear from the screen. Seat or stand yourself in a comfortable position with your support material close at hand.
- Pre-set the camera to a medium shot of you in the centre of the screen. Allow some room around your body - if you are too close to the edges of the screen you may lean out of view.
- If you have an audience at your site as well as those connected via videoconference, try not to concentrate solely on the on-site audience. Regularly cast your eyes past the screen displaying the other sites – and talk directly to it at times.
- Your videoconference site may have a document camera that will allow you to display small objects and graphics eg text, diagrams, photos. A special note about graphics - this is not an overhead projector. You will be seen on a television screen so you need to observe certain principles to ensure your graphics can be read. Refer to the leaflet *Good Visuals*.
- You can transmit computer images eg PowerPoint presentations, but this may need some set up and testing time. You should contact the videoconference site co-ordinator immediately if you wish to do this.
- You can show a video but this is best limited to a few minutes so that your audience doesn't fall into passive viewing mode. A video with a lot of movement in it will have poor picture quality at lower transmission speeds.
- Make your presentation short with various graphics to support what you are saying. These may be text, photographs or small objects. Don't be a 'talking head' - you'll bore them!
- If you have a lot to say, try to do it in 5 - 10 minute segments and then hand over for questions and comments. Any longer than this and people start to 'drift off' and will not hear what you are saying. After a round of questions you can resume your presentation.
- If you are presenting to several sites, it's a good idea to appoint a leader at each of these. They can distribute material and organise participants to ask questions - saving valuable time.
- You can keep track of who has had a chance to comment by listing all sites and marking each off as you pass to them for questions. If you have numerous sites connected, you may need to limit to one question per site to begin.
- When replying to a question or comment from a remote site, look directly at them. This looks much better to them as you'll look like you're addressing them personally. If the camera is set above the screen you just look at the screen – otherwise you'll need to look at the camera.
- The microphone/s will pick up and amplify your voice. You don't need to shout – no matter how far away the other site is! If you speak loudly enough for the people in your room to hear you, the microphones will do the rest.
- Speak clearly and distinctly – mumbling does not transmit well through microphones. Vary the pitch of your voice and the pace of delivery – a monotone will lose everyone's interest.
- Above all – relax and enjoy yourself!