

Videoconferencing Tips

FOR PRESENTERS AND PARTICIPANTS

WHAT YOUR PRESENTERS AND PARTICIPANTS SHOULD KNOW AND DO

Clothing

- Neutral and pastel colors are best.
- Avoid very intense colors such as reds.
- Do not wear plaids and stripes.
- White may cause audio noise.

Voice

- Speak slowly, emphasizing words.
- Use voice inflection to get points across.
- Speak naturally, in a clear, strong voice.
- Mute your microphone if no one is speaking from your site.

Movement

- Remain as still as possible.
- Keep gestures to a minimum.
- Avoid distracting movement such as tapping a pencil, turning back and forth in your chair, or wiggling your foot.
- If you are speaking, stay in view of the camera.

Presentation Materials

- If you are using paper materials on a document camera (or visual presenter), follow the suggestions below:
 - Use 36 point or larger font.
 - Keep to a landscaped format.
 - Keep pictures simple and words few.
 - Use a soft color paper such as blue or green.
- If you are using an electronic tool such as PowerPoint, use the same techniques as with paper materials.
- Put the camera on presenter often. Avoid long looks at documents.

Lecturing

- Lecture no more than ten (10) minutes to adults. Less is better.
- For younger participants, lecture less as they will be able to concentrate for a shorter period of time.
- Mix interactivity into the presentation.

Video Segments

- Keep videos short and to the point.

Etiquette

- Have a logo OR site identifier on the document camera when the conference begins.
- Appoint someone as the videoconference facilitator to review the upcoming program and appropriate guidelines for the type of videoconference you are participating in.
- Use the same polite procedures that you use in person.
- If possible, provide seating charts or nameplates for students, especially if the conference is an interactive one.
- Begin on time.
- End on time.
- Keep to business unless you are familiar with all other sites.
- Smile, both on and off camera.

The Law

- Always follow copyright rules and regulations
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