President's Sustainability Symposium 2013

Community Stewardship for Economic Benefits

TIPS FOR VIDEOCONFERENCE PRESENTERS

Your session will be presented to an on-site or 'near' audience and will also be broadcast to a 'remote' audience at another site via videoconferencing. The following tips will help you develop a presentation that is effective and engaging for both near and remote audiences and will address technical limitations.

1. Create visible and legible PowerPoint slides.

- Use 24 point or larger font for visibility
- Use plain or very light backgrounds and black or navy text.
- Avoid bright colors like orange or red and thin lines in charts/graphs.
- Avoid animations and transition slides
- Stick with bold, sans-serif font (For example: Arial or Tahoma fonts)
- 5 x 5 Rule: 5 words or less per line and no more than 5 lines down.
- Don't place text or pictures too close to the edge of the slide
- Keep the remote audiences involved by presenting your content in 15 minute chunks and then interacting with the remote audiences for 5 minutes. This interaction can take the form of inviting participants to ask questions or you can ask them questions.
- PRACTICE!

2. Submit your presentation.

Email your presentation to **Jenna Pettek, jpettek@uidaho.edu 208.364.6157** by **March 1, 2013**.

3. During the Presentation

Introduction

At the beginning of the session, introduce yourself, and acknowledge the remote audiences with a "role call."

Provide an overview of the content, inform the participants of the learning objectives and why the content is important. Also let them know how the session structure. For example,"*I am going to speak for about 15 minutes followed by 5 minutes of questions and discussion."*

Interact with the 'near' and 'remote' audiences through questions. You may have to ask a specific question to participants at the remote location during Q&A. For example, "*Let's go to Coeur d'Alene for this question. How are you addressing this issue in your communities?*"

Develop a few open-ended questions for the audience as a part of your advance planning.

Move slowly and deliberately and stay in camera range. Walk, move, gesture, and keep the audience interested!

Pause after asking and before responding to questions – allow time for the remote audience to "unmute" microphones and respond (3-5 seconds).

Speak clearly and project with an appropriate volume. Work with the **camera**. Speak and gesture toward the camera…like you would to a good friend. From the audience perpective, you'll be speaking directly to them.

The on-site moderator will repeat questions asked by participants at your location, so that the other site will know what has been asked.

Summary/Closing

You may want to refer back to the overview you gave in the introduction to form the basis of this summary.

Other Delivery Tips

- **Submit your presentation by March 1 so it is pre-loaded and ready to transmit**
- **Arrive early in case of technical challenges**
- **Clothing: Avoid white colored clothing , patterned clothing (stripes, plaid, checks), and flashy/dangling jewelry. Do wear solid colored clothing, simple jewelry. You can wear a white shirt under a jacket.**
- **People are used to being passive viewers of TV or movies. YOU get to help them become active participants!**

If you have any technical difficulties, we're here to help!
Contact Debbie Gray | dgray@uidaho.edu | 208.885.4017

Sources: Ohio State University: Videoconference Presentation Skills. http://www.oucom.ohiou.edu/fd/videocon.htm.
University of Idaho Video Conference Design and Presentation Handout, 2012.