

Hints for Presenters

When preparing slides which may be used with a Video Conference System, please bear in mind the following.

- There is always deterioration in resolution when sending text and images by video conference. The loss will be greater at the far site.
- To maximize clarity the following guidelines for text and colors will help.
- There are only a limited number of color and text combinations that work well.

White or yellow text on a black or dark blue background.

Black text on a White background.

A logo is good on the title page but not necessary on every page. Position bottom left or right.

Text

- Use a non serif font i.e. Arial is good.
- Times Roman is a serif font and should not be used.

This is non Serif (Arial Black)

This is Serif (Times Roman)

- Main Text Should be 6 or 7 lines only plus a title
- Titles 36 or 42 point
- Text 24 or 28 point.
- Do not insert text too close to the bottom of the page.
- Power Point Transitions should be reduced to a minimum. They slow down the system and often do not enhance the presentation.
- Presentations should be submitted for checking and loading at the agreed time.

Video Conference Etiquette.

A forceful chairperson is needed to control the meeting, particularly a multi-site conference.

The chairperson should indicate which site is allowed to speak.

Only one site should have microphone access at a time.

When a site is passive, the site microphone should be switched off to avoid pick up of distracting sounds. I.e. coughing talking. Video Conference microphones are very sensitive.

The chairperson should ensure that the venue lighting is adjusted as and when necessary.

The chairperson should repeat questions for the benefit of the far site as the far site often will be unable to hear questions from the floor.

Each site should have a chairperson/moderator.

To avoid difficulties with sound, microphone technique and brevity, it is often a good idea to take written questions which can be read by the site moderator.

A presentation should not normally last more than 20 – 30 minutes.

There should be frequent breaks for discussion and questions.

Speakers should be aware that gesticulations with their hands and arms will cause blurring at the far site.

A laser pointer will only be seen at the near site. Use the mouse pointer to direct attention to details on the slide. (Not Laser Pointer)

Microphone technique is important. Do not tap or blow on the microphone to test its status.

Do not move or handle the podium microphone. The IT technician on duty will monitor sound levels and adjust when necessary.