

Video Conferencing Tips  
&  
Preparing Video Conferencing  
Materials

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# What to wear

- To ensure the cameras focus on your face and transmit as much detail of your facial expressions as possible:
- Wear plain clothes
  - Do not wear white
  - Do not wear “loud” stripes or other patterns

# Preparation

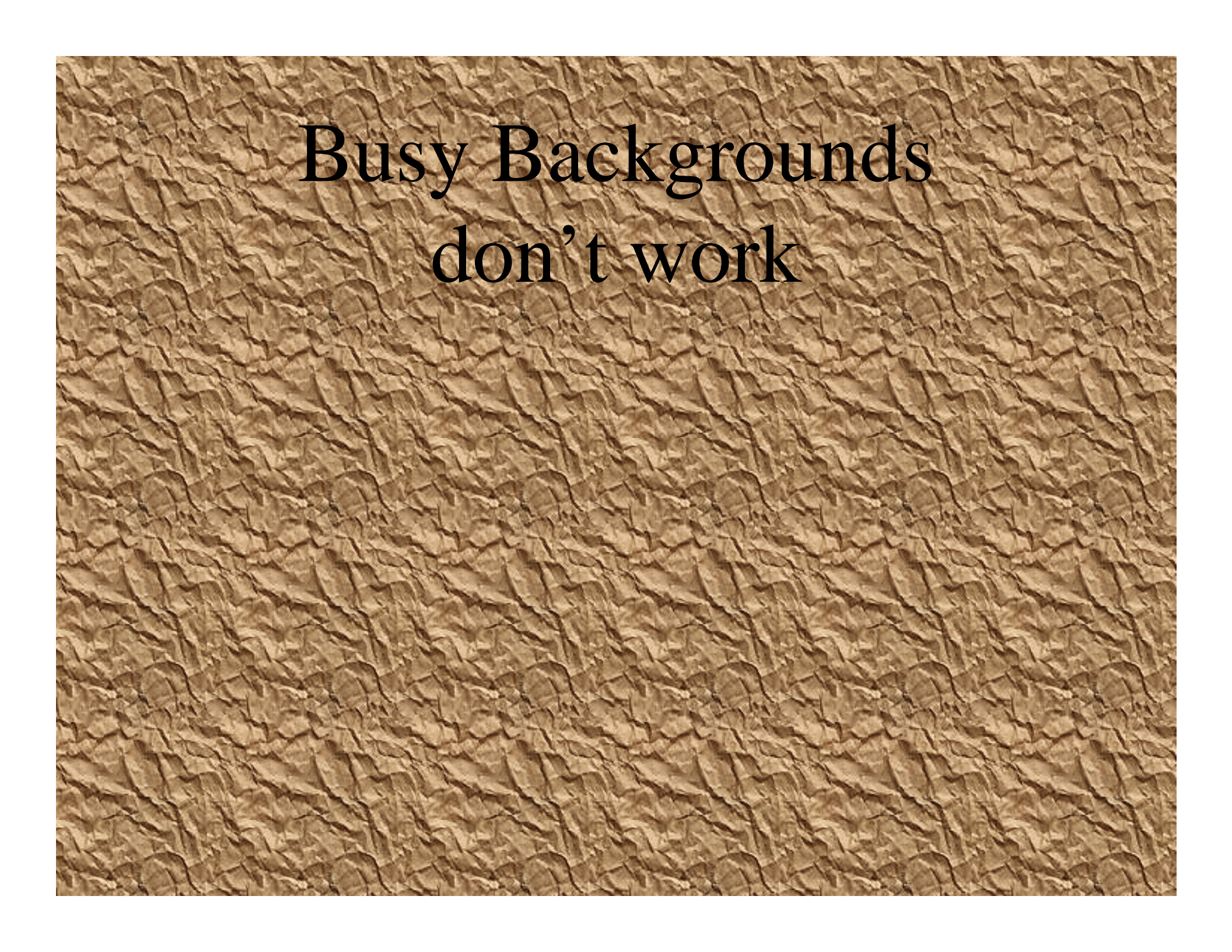
- Discuss the format with your site coordinator. Include
  - Site(s) with which you will be connecting
  - Size of audiences (near and far)
  - Your presentation style
  - Any audio visual needs
  - Any special needs / considerations

# Materials

- Discuss with the site coordinator as to equipment available such as:
  - Document camera –
    - do not use transparencies, light blue or light green colored paper, dark markers work best.
    - Position all paper horizontal (landscape)
    - Use bold, straight edged fonts between size 26 and 32 pt.
    - No more than 9 lines of text, 30 characters in length

# Materials

- Computer –
  - Power Point is recommended. Avoid busy backgrounds or backgrounds that have movement. **Dark Blue background is preferred, with Font Size of 26 to 32 pt.** Center contents and leave a generous margin

The background of the image is a textured, crumpled brown paper, resembling recycled paper or cardboard. The texture is irregular and wrinkled, with various shades of brown and tan. The text is centered in the upper half of the image.

Busy Backgrounds  
don't work

# Materials

- Diagrams copied from textbooks should be displayed with the document camera.
- Use Bar or column graphs.
- Avoid line or scatter diagrams.

# Audio

- Speak clearly and enunciate all words. Stay close to the microphone or wear a lapel microphone.
- If a question is asked by any site, repeat the question for all to hear, then answer. Acknowledge each site by name.
- Microphone of the “audience” should be muted.
- Microphone of the “presenting site” will be open, please refrain from shuffling papers, side conversations, etc.
- There is a short audio time lapse between sites, be patient for quick answers.
- Keep all sites involved, you can ask individual sites questions.

# Tips for Success

- **Arrive 30 minutes early to test all equipment.**
- **Explain to all sites if there is a teleconference problem, to open the microphone immediately and state the problem.**
- **Distributing handouts prior to your lecture to all sites is beneficial, this will deter the camera from being on the power point slides throughout the entire lecture.**

# Tips for Success

- Don't be nervous, forget the equipment and chat as if the other audience is in the same room.
- If you're a "roaming" instructor, camera can be zoomed out to accommodate your movement.
- Your media-specialist will control all camera & equipment changes.
- Most often all evaluations are based on whether or not the audience could hear you and see your materials. REMEMBER TO SMILE!