

Guidelines for Presenters

Your upcoming presentation will be viewed at other sites via videoconferencing. There are a few things to take into consideration when preparing to present to an audience at a distance. In order for your presentation to be viewed in the best manner by those at the remote sites, please consider these few suggestions:

- If you have never used videoconferencing equipment, make an appointment for a brief training session. It will help you become more comfortable with the equipment during the event.
- Remember the “6 x 6” rule: the best slides/documents for use over video have **no more** than 6 words to a line and no more than 6 lines to a page.
- Use a plain font (like this one, without “serifs”) and a size of 36 point.
- **REMEMBER:** The remote sites should be treated the same as those attending in person. (whatever is shown in-house should also be seen by the video sites...same for hand-outs.)
- At least two days in advance of your presentation, notify the (department) staff of any audio/visual items (PowerPoint, document camera, other items for demos, etc.) you plan to use. This will help us as we set up the equipment for your event. Also, we can work with you on the best manner to incorporate these items into your presentation.
- All handouts to be used during your presentation **must** be finished at least _____ prior to the event. This will allow enough time to distribute them to the participating video sites prior the time of the event.
- During the presentation, please remember to repeat all questions for the benefit of the remote audiences.
- Encourage questions from the remote sites by specifically asking them, **by site name**, if they have any questions. (in roll-call fashion, i.e. “Canton, are there any questions at your site?”; “Rapid Creek, how about you folks?”)
- If you have any questions, please call the (department) staff at xxx-xxxx.