

The Abbott Hall Distance Learning Site

- A student trained in the operation of the videoconferencing equipment. will be there to assist you
- Technology available:

Document camera	Computer (zip/disk drives)
Slide projector	Video tape player
Laptop input	
- Appointments for personal orientations and/or practice sessions are available. Contact Martha Greatrix @ 829-3582 or greatrix@acsu.buffalo.edu for more information.

Considerations and Tips

Presenter appearance

- Avoid wearing clothing that is too light or too dark (no white shirts please!)
- The wireless remote battery pack attaches to belt loops or pockets

Presenter movement

- Rapid movements are not desirable
- Be as natural as possible
- Stay at the podium, or wear the wireless mic and move around as desired

Conduct

- Remember - the medium is inherently passive; show and tell whenever possible

Design Tips for text and graphics

Television screens have an aspect ratio of 4 by 3. Try to leave a "safe" area around the perimeter of your text or graphic

Powerpoint presentations

- Pale backgrounds and black text work best; stay away from "busy" backgrounds
- A font size of 24 or larger should be used
- Avoid using: thin fonts, outline fonts, script fonts, or CAPS in anything other than short titles

Communication

- Talk in your normal tone & look at the camera every now and then
- Be aware of sites "stepping" on each other - pause to listen after speaking
- Check/acknowledge remote audience periodically & invite their participation

FEEDBACK can be eliminated by either minimizing remote audio levels, or muting them entirely. Audience members should be prepared to repeat comments and questions.

Establish contact pattern at the outset (tell the remote site that you will welcome questions at the end or invite them to signal you with questions throughout presentation)

The following technique can be used when remote audience members wish to offer a comment or ask a question:

- ✓ First - unmute site mic and say the name of the site, for example - "Canton has a question"
- ✓ Mute site mic and wait for the presenter to acknowledge you
- ✓ Once acknowledgement has been offered, unmute site mic and continue with your question/comment.
- ✓ Mute your mic immediately to hear the response.