



# **Facilitator Tips**

## **Videoconference Presentations**

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## Introduction

The following tips and recommendations will assist you in preparing for your presentation and to effectively use the videoconferencing technology to create an interactive learning environment.

## Appearance

What to wear:

- When possible, wear solid, light pastel and muted colors and keep clothing simple.
- Avoid busy patterns, stripes and plaids.
- Avoid wearing red clothing as this color tends to “bleed”.
- Avoid wearing large reflective objects (jewelry, security tags, stethoscopes), as they can be distracting.
- Don’t be camera shy. Your eyes are your most effective teaching tool.

## Connectivity Testing (laptops)

If you are using a laptop for your presentation, it is important to test the connectivity prior to the session. Due to the many different laptop configurations, MBTelehealth cannot guarantee that every laptop will communicate with the videoconferencing equipment. If you are using a laptop that has not been previously connected successfully to a videoconference event we recommend that you arrange a test call with the MBTelehealth service desk prior to the event.

## General Guidelines for PowerPoint Presentations

- Prepare slides and overheads in **landscape orientation** not in portrait.
- Use a minimum 28 point font.
- Use main points only and not extended text.
- Have no more than **6–8 lines** of print per slide.
- Limit the amount of words per line.
- Avoid complex tables and scatter plots as they do not project well.
- Use simple bold graphics like pie charts or bar graphs.
- Use **sans serif** fonts such as Arial, Verdana or Tahoma rather than serif fonts such as Times Roman or Garamond.
- Use dark text on white background or vice versa. However, avoid pastels and red.
- Leave wide margins to allow for cropping or system icons during transmission.

## Tips for Presenters and Facilitators

- Introduce attendees at the start of the event; explain how to mute the microphone and how you will manage questions and answers.
- Use the far end button and the up arrow to display multiple sites on your own screen.
- Maintain control of the conference when conducting a multi-site session. You should ask for responses from each site in turn to allow for participation from all sites and to avoid multiple responses at the same time.
- Use the self-view button to display your presentation full screen for the local audience.
- Ensure the site has the presentation material prior to the scheduled session and inform them where the information can be accessed after the session.
- Throughout the session take the time to ask the far end sites if they have any questions (i.e.: round table). This makes the presentation more engaging and interactive particularly for those attendees that may be sitting alone at the far end site.
- Allow time at the end of the session for discussion.
- Relax, Interact and Smile. You'll do great!

If you have any questions or require further information regarding videoconferencing presentations, please contact your local telehealth site contact or the Facilitator eHealth Solutions for your region

If you need technical assistance during your presentation or to conduct a laptop test prior to your session, contact the Service Desk:

Service Desk 204-940-8500 Option 4 or toll-free 1-866-999-9698 Option 4