

Tips for Presenters and Facilitators

Introduction

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

Connectivity Testing for Laptops

- Test the connectivity prior to the session if you are using a laptop for your presentation to ensure compatibility with the videoconference equipment in the room.
- Be aware of scheduled start and end times - ending late impacts others who may need the equipment; which may also impact patients who have an appointment.

General Guidelines for PowerPoint Presentations

- Use a minimum 28 point font.
- Have no more than 6–8 lines of print per slide, use main points only, and 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.
- 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. (Allow time at the end of the session for discussion.)
- Mute your microphone when you are not speaking to reduce background noise.
- Speak naturally as though you are in the same room as the other sites.
- Pause between speakers to allow for a slight audio delay.
- Use the arrows and zoom +/- keys to adjust the camera if you appear blurry on the screen.
- Maintain control of the conference when conducting a multi-site session by asking for responses from each site in turn to allow for participation from all sites, and to avoid multiple responses at the same time.
- Select “Single” under the layout options 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.
- Ask the far end sites if they have any questions throughout the session; this makes the presentation more engaging and interactive particularly for those attendees that may be sitting alone at the far end site.
- Select the appropriate layout for your multi-site session when you book the event (the layout is selected by the host/presenter).

If you have any questions or require further information regarding videoconferencing presentations, please contact your local telehealth site contact or the Digital Solutions Facilitator for your region. If you need technical assistance during your presentation contact the Service Desk at 204-940-8500 Option 4, then option 1 or toll-free 1-866-999-9698 Option 4, then Option 1.