



## Videoconference Presenter Tip Sheet

### Preparing for your video conference

- The length of the video conference is 60 minutes and should include time for question and answer. Identify learning objectives and key points that can be satisfactorily presented in this amount of time. Presenters generally error on the side of too much information.
- Use dark contrasting fonts (avoid color for text) with high readability (Arial) and sized 18 and above.
- Enlarge graphs and charts to fill the PPT format.
- Send your presentation file to [cmeoffice3@essentiahealth.org](mailto:cmeoffice3@essentiahealth.org) three days prior to your presentation day in time for PPT handouts to be made available to Outreach sites. This also allows for sites with audio only capacity to participate.
- Plan to wear conservative non-distracting colors.
- Arrive early to the conference room to set-up and become familiar with remote controls.
- Position laptop and other materials near the microphone to ensure that you remain in camera view.
- Adjust room lighting to medium light.

### Starting the video conference

- Close doors to the room.
- Conduct a sound check, and indicate to sites to unmute their equipment. For Essentia East Region/Tandberg equipment, please press the yellow button on the remote. For non-Tandberg equipment, please refer to the owner's manual.
- Ask site participants to state name and location.
- Remind participants to mute microphone as soon as you begin the presentation, and to unmute during comments and the question and answer period.

### Presenting

- Limit movement and remain on camera.
- Speak slowly, clearly, and feel comfortable pausing and taking a breath.
- Maintain eye contact with the camera, smile, and convey your interest in the topic through voice and facial expressions.
- Keep track of time.

### Encouraging Comments, Questions and Answers

- It's simple! Ask a question and remind participants to unmute their Mics to speak and to identify themselves before they speak.
- Repeat participants' questions to ensure all sites heard clearly.

## **Ending the videoconference**

- Videoconference access is timed for 60 minutes. If you want to include Q&A at the end of your presentation, you will need to allow time for it within this 60-minute timeframe.
- Minutes before the end, a video prompt will ask if you would like to extend the meeting. If yes, use the remote to select “OK” and the meeting will extend. However, conference rooms have usually not been scheduled for longer.
- Thank participants for attending. Keep your videoconference unit on until all others have disconnected.

## **Frequent Questions and Concerns**

### **1. No one showed up at multiple video conference sites.**

Yes, this happens sometimes. Healthcare providers register in advance and sometimes things come up that prevent participation.

### **2. No one asked questions and it felt awkward.**

Videoconference technology is not the same as face-to-face contact; a feeling of disconnect is normal and gets better with practice. Sometimes participants just don't ask questions. You are welcome to ask direct questions. To get participants used to talking, consider asking each person for a quick response early in your presentation.

### **3. Participants sit off camera or too far away to see.**

They may not be aware they're doing this. Feel free to encourage them to move or adjust their camera.