Presentations that are via a video conference system require extra preparation. Please carefully review the procedures and recommendations below to ensure a successful presentation.

Recommendations for presenting via a video conference system

1. If there is an assistant, request that the video conference operator zoom in on you for the presentation (e.g., about mid-chest to top of your head) and that you try to keep your eyes focused into the camera to project yourself through the camera to us. Eye contact with your audience is essential. If you will not have control of the presentation, you should practice saying "next slide" or "previous slide" at the appropriate times.

2. You will need to project to your audience via the camera, and thus keep this in mind as you practice your presentation (you might try to set up a mock video camera to practice "speaking to the lens"). Avoid looking down or away to notes or a computer screen. Such actions are accentuated via a video camera. At all times, speak and look directly into the camera lens.

3. Carefully view national television news broadcasters to observe how they project themselves through the camera to the audience.

4. Use a white background with black text (avoid any theme templates and background graphics). This format projects best in a room.

5. Use Arial font, at a large font size (at least 20 pt.) and wider lines than for graphs designed for printed output.

6. Any text slides, i.e., bulleted lists, should have: (1) the minimum number of words to make a key point, (2) one line of text per bullet.

7. Do not use the default settings in PowerPoint for bulleted lists. Use the recommendations in the presentation template.

8. Make all photographs full screen and high resolution (stretched photos may pixelate – avoid this).

9. Make all graphs full screen. Because of the potential loss of image quality when your presentation is transmitted via a video conference system and displayed on a television screen, all elements of a graph should be accentuated (i.e., large fonts, wider line widths, etc.)

10. Avoid tables – convert to a graph or conceptual diagram wherever possible.