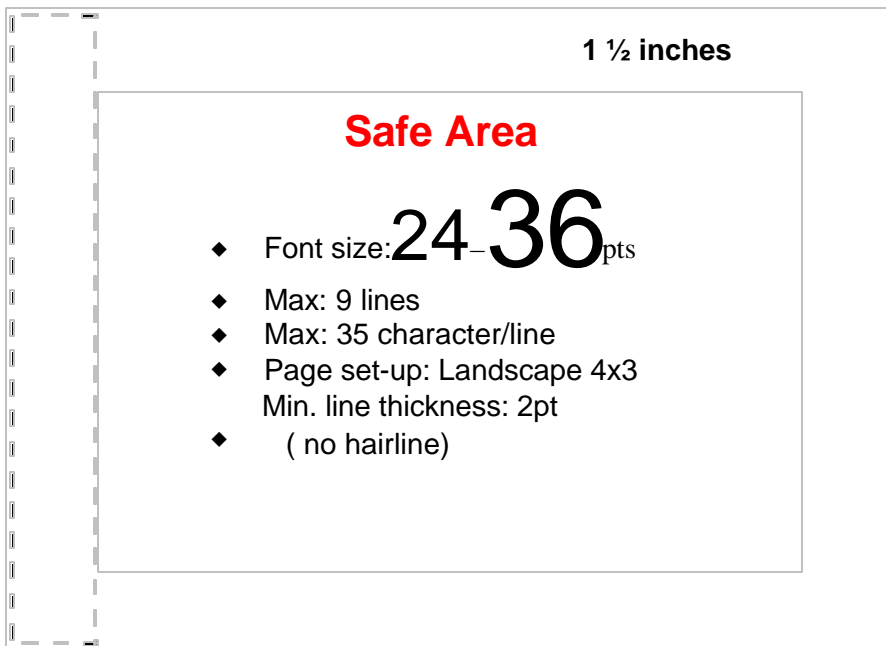


An Inter-Regional Knowledge Sharing Series on Avian and Human Influenza

Tips on Videoconferencing

The Instructional Use of Videoconferencing. Any good course can easily and effectively be adapted to a videoconference format while maintaining the dynamic, engaging interaction between the presenter/instructor and the participants, as well as among participants, independent, almost, of geographical or time constraints.

Preparing PowerPoint Slides for Videoconferencing. PowerPoint slides need to meet certain criteria for use in a VC. By following a few simple guidelines, PowerPoint presentations and graphs can easily be adapted for the television medium.



1 ½ inches

Safe Area

- ◆ Font size: 24–36_{pts}
- ◆ Max: 9 lines
- ◆ Max: 35 character/line
- ◆ Page set-up: Landscape 4x3
Min. line thickness: 2pt
- ◆ (no hairline)

Slides can be transmitted by way of the studio computer or can be printed and hard copies placed under the document camera. Graphs should be simple and readable.

Tips for Successful Videoconferencing.

Before :

- Facilitator at the remote site should have had good understanding of the intent of the presenter/instructor. Facilitator should have the agenda and enough information to prepare the group ahead of time, distribute materials (articles, copies of slides) as well as facilitate local, discussions and activities (5-7 Working Days?)
- Interactivity is a key benefit of videoconferencing; encourage questions and discussion from the learning sites. You may wish to think about answers for the type of questions you expect.
- Legibility of support materials which are used in the session is vital (see guidelines for PowerPoint). Copies of these materials should be submitted about 1 week prior to the events.



On The Day Of:

- Wear solid, neutral colors - blue and medium gray look particularly good on camera.
- Avoid black or white, orange, bright green and bright yellow as well as busy patterns, such as stripes, plaids, and paisley.
- Avoid excessive or dangling jewelry
- Wear eyeglasses only when necessary as this can create a glare on camera.
- Plan to arrive at least 30 minutes prior to the start time, as the Producer may wish to go over the format with the presenter/instructors and also do voice level checks for the microphones.

During:

- Look directly into the cameras above the TV monitors in the classrooms - give the semblance of eye contact with participants.
- Communicate with remote participant by location and/or name.
- Avoid overt hand gestures while speaking.
- Speak at normal voice level, breath deeply.
- Pause (up to 5 seconds) after soliciting comments or asking a question as there is usually some delay in audio transmission.
- Reiterate the name/location and question posed by participants to ensure clarity and comprehension for each participating site. Occasionally test to make sure that participants can hear you without technical interference.
- The microphones in the GDLN studios are sensitive to volume, yet instructors must project their voices well in order for the mechanism to receive and transmit a clear signal to the target sites.
- Speakers with a low voice tone and clear enunciation are better communicators who effectively maintain the interest of their audiences, even at a distance. When presenting information verbally or asking a question, instructors in the videoconference need to find and maintain a low voice tone and enunciate clearly.
- To some extent the media forces pauses in participant interaction as the equipment in the GDLN studios is voice activated and does not permit two individuals to speak simultaneously. Because of this delay between transmission and receipt of voice or image information, instructors and learners will need to adapt by incorporating 5 second pauses between exchanges. Pausing between exchanges, enables communication, but it is rhythm and pace which enhance it.
- It is not uncommon for individuals to experience nervousness when teaching with the new media and at a distance. It is important to avoid letting the anxiety affect the speed at which presentations or questions are delivered. It is strongly recommended that speakers vary their speaking tempo and intonation to avoid monotone and hasty presentations.
- While it is advisable to have an introduction segment incorporated into the structure of the video conference, it is strongly recommended that lectures and presentations have a maximum duration of twenty minutes. If more time is needed the presentation should be divided into two sections allowing for discussion or questions from participating sites.
- Sending background material and slides to participants and facilitators is one way to limit presentation time during video conferences.

Communication Tips

- Speaking loudly is not necessarily the same as projecting clearly
- Breathing deeply increases one's voice level and improves tone.
- Limit the number of concepts presented, use examples to illustrate ideas.
- Link concepts and anchor new concepts with prior learning.