

Tips for Program Presenters

Before the Presentation

- Arrive early and become familiar with the presentation room (microphone, audience seating, camera positions)
- Ask staff any questions you have
- Assist staff with a sound/video check once the conference is connected

During the Presentation

- Introduce yourself and welcome all participants (local and remote)
- Request that remote sites 'Mute' unless they would like to speak
- Include the audience in front of you *and* in the remote sites; make eye contact
- Repeat questions so that everyone can hear
- Project your voice toward the nearest microphone, but don't yell
- Use 'Self View' or the second monitor to show you what the remote sites are seeing
- Avoid pacing and fidgeting
- Be conscious of background noise (i.e. talking and paper rustling) at your site
- Check that all sites can hear/see at regular intervals

Allow for questions

- Cue participants to answer and ask questions
- Restate all comments and questions so that everyone can hear
- Only one person can speak at a time, so ask that hands be raised

Signing Off

- Tell the audience where to obtain further information on the topic which was discussed
- Say goodbye and press the red END button on the remote