

VC Presenter

Dear Presenters:

You are going to make a presentation and interact with participants in distance who are located in several countries but linked by one of the modern ICT technologies -- two-way interactive videoconferencing (VC). Your purpose is to provide specialist knowledge or opinion in a variety of communication situations either as a presenter of a paper/ slides show, a panelist, or a discussion group member.

Here are some tips to help you understand the VC technology, guide your preparation, and enhance your presentation and interaction.

Tips of Using the VC Facility and Technology

1. Arrive the VC studio or conference room about half hour earlier than the starting time, so you can get familiar with the facility and technology, talk to the event manager and technician, and install your powerpoint file.
2. Use the microphone properly by not getting too close or too far from it; turn on the microphone before speaking, and turn it off after finishing;
3. Look directly into the camera in front of you, so that you can give the semblance of eye contact to audience;
4. Wait a few seconds for a remote site responding to you after you ask it to speak as there is a delay of sound transmission;
5. Avoid excessive movement when speaking as that will make your picture jerky;
6. Be careful to whisper to the next person as the microphone of your site might be on – then your quiet words will travel across the globe.

Tips for Making Effective Presentation at VC

Preparation

1. Before the VC, communicate with the event manager to know about your audience and their needs.
2. If you have no previous experience with VC, ask for a facility tour or a rehearsal session.
3. It is important to send supporting materials (reading materials and ppt slides) to distance learning centers at least 2-3 days before the session, so that they can prepare hand-out for participants.
4. Good preparation is essential. Do your homework even it is not your first time to present the topic.

5. To be realistic and avoid trying to cover too many contents in a limited time.
6. Prepare a contingency teaching plan in case of technical difficulty.

Presentation

7. Begin your presentation with an overview, and finish with a brief summary of major points;
8. Divide your whole presentation into several 15-20 minutes segments, and verify clarity of the presentation by asking questions and feedback from participants;
9. It is critical to be clear and concise of your presentation.
10. Speak a bit slow than normal, especially when talking to an audience that English is their second language.
11. Coordinate with classroom interpreter if more than one language is being used.
12. Pronounce clearly and speak slightly louder than normal so the voice can be projected well to the target sites;
13. If time allows, you can enrich your presentation by inviting local experts to make comments or share their local experiences.
14. Be respectful of time allocation and follow facilitator/moderator's guidelines and directions.

Tips for Being Interactive with Audience in Distance

1. Ensure to leave enough time for questions and comments from participants;
2. Work with local facilitators and get support from them;
3. Prepare key questions for group and/or class discussion to promote high-level thinking;
4. If possible, organize group responses/presentations for interaction and knowledge sharing;
5. Summarize or rephrase comments from one person/site for the whole audience, and add your comments;
6. Be aware of gender and encourage female participation;
7. Be culturally and politically sensitive, and to give each site/country equal opportunity (in terms of time and order) for participation;
8. Make notes during the Q&A session for further reference;
9. Provide your email address to participants for Q&A before, during and after VC session;

Tips of Preparing Your Slides

1. Use "landscape" page layout;
2. Avoid use serifs font, such as "times new roman". "Arial" is recommended;
3. Font size should be large enough (above 28 is recommended), and bold when possible;
4. Leave 1.5 inch margins for a slide;
5. Light blue or gray backgrounds works best;
6. Avoid bright red color;
7. Contrast of color of background and text should be strong;

8. Use animation conservatively;
9. Use pictures when possible

Shortcut of Formatting Slides

10. Use “slide master” to do format
 - View, master, then “slide master”
 - Format font, background color, etc.
 - Right click to apply “slide layout” to each slide
11. Insert “new slide” and then choose a proper “autolayout” for title, text, chart, table and picture;
12. Make Diagram/Chart Simple and Grouped

A “Template of Slides for VC Presentation” (ppt file) is attached for your reference.

Use of Document Camera

1. To show a picture, a book, and other subjects;
2. To draw and show a diagram/chart;
3. To show email address and website URL;
4. To show details by “zoom in”

We are very happy to provide you a facility tour at the Tokyo Development Learning Center, or even arrange a rehearsal before your event takes place. Please let us know what we can assist you for a successful presentation in a videoconferencing event.

Task Manager’s name
Address and contact information