

# Tips to Enhance Videoconference Presentations



FACULTY OF MEDICINE | UNIVERSITY OF CALGARY

## PowerPoint Presentations

Microsoft PowerPoint is a popular and effective means of delivering a videoconference presentation. Here are a few tips to help you create a great PowerPoint presentation that will transmit well as part of a videoconference.

*It is important to keep in mind that because videoconference systems are based on television technology, not computer technology, the resolution is lower and adjustments must be made in developing your presentation.*

### Slide background and colours

- Use solid dark colors for slide backgrounds (dark blue, black) and light colours for text (white, tan, yellow). Bright yellow or white against a dark blue background works well.
- Avoid the use of red as it tends to smudge into other colours.
- Limit your visuals to 3 or 4 colours and avoid patterns.
- Keep the background shading consistent across the screen so text is readable in all areas.

### Font size and style:

- Use font size 36 point or larger – small lettering is difficult to read on the TV monitors used in videoconferencing; anything below 24 point can become unreadable.
- Use a sans-serif (i.e. Arial, Helvetica) font as it is easier to read than a serif font (Times New Roman).
- Use **bold** whenever possible
- Lower and upper case lettering is easier to read than all UPPERCASE within the same space.
- Avoid using italics as the letters appear jagged on videoconferencing monitors.

### Formatting slides

- Keep your slides as simple as possible; avoid putting too much information on individual slides.
- Point form is more effective than paragraphs.
- Put no more than 5 or 6 lines of text plus title on one slide (A busy slide forces smaller font sizes to be used, making it more difficult to read).
- Use illustrations, charts, graphics, video, etc. if appropriate; consider whether the information will be legible on a videoconference monitor.
- When using photos or charts, make them fill the entire slide.
- Use the same lettering and background through your presentation.
- Avoid crowding the edge of your screen; leave one inch border around each edge.

## On the Day of your Presentation

- Arrive 15 minutes early to become familiar with the videoconference equipment, meet the Course Chair and ensure equipment is in order.
- If using a supplied laptop, bring your presentation on a USB flash drive or a CD.
- Be prepared - have your notes, slides or other materials in order so you won't be distracted trying to get them organized.
- Wear solid dark colours, not plaids, checks or stripes. Avoid red and all white. Jewelry should be subtle and "noiseless" to avoid causing unnecessary jingling or glare.
- Speak in a moderate, well-projected voice; speak at a reasonable pace – not too fast and not too slow.
- Establish eye contact by looking directly at the camera. This will help participants at distant sites feel included.
- Avoid shuffling your papers or tapping objects near the microphones.
- Reserve time and ask for questions at appropriate intervals during your presentation.
- Be aware of the transmission delay and pause to allow others to comment.
- Conclude your presentation at the scheduled time.

### Disclosure Statement:

At the beginning of your presentation, (i.e., slide #2), please provide a disclosure statement. Succinctly disclose any involvement you have had with clinical trials, research or funding related to your topic that may be perceived as a potential bias to your presentation. If you have not had any involvement, please make a short statement to this effect.

### Copyright:

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