Video Teleconference Preparation

General Information
- CSG will support the testing and setup needed and provide training for your staff to give them technical skills necessary for support during your teleconference. For an on-site technician during the event, CIT’s OnSite Solutions (onsitesolutions@cornell.edu, 4-3535) service is available for a fee.
- Some remote sites may not have the same capabilities as CHE (viewing PowerPoint or other computer-generated content, for example). Coordination with remote sites may be necessary for sharing of this type.
- Schedule time for training and/or rehearsal with the technology in advance. This can greatly enhance the experience.
- Consider the layout of the room. If you plan changes to the normal setup, work with CSG support to reconfigure camera angles.

Preparing Materials (PowerPoint)
- Use at least 1-inch margins to provide a safe area for variation among video monitors.
- Use a basic sans-serif font (Arial, Helvetica, or Verdana), with a size of 24 or greater.
- Use black type with a light blue background, or yellow type with a dark blue background, for the best legibility. Avoid using red as it appears to “bleed” on the screen.
- Limit each line of text to 5-6 words, and each page to 5-6 lines.
- Avoid animations within a slide or with transitions between slides. Static images are displayed more clearly and faster than moving images.
- Send copies of handouts to participants beforehand to be sure they can clearly see your materials. Remember that some remote sites may not have the capability to share this content with the local site.

Suggestions for Looking and Sounding Your Best
- Cameras prefer neutral, muted, or pastel solid colors. Avoid wearing plaids, stripes, polka dots, very bright colors, and the colors white or red—they can cause distracting effects on screen.
- Speak in a normal voice, facing the microphone.
- Mute your microphone except when your site is presenting or engaged in dialogue. Ambient sounds can be distracting.
- Look directly at the camera as often as possible. Imagine that the remote sites are with you in the same room. “Direct eye-contact” will help keep them engaged.
- When answering questions, first repeat the question and say who asked it, for example, “In response to Pat’s question about how these additional resources will be applied…” Some sites may not have heard the question clearly or been able to tell who was speaking.

Getting the Room Ready
- Plan to arrive well before your videoconference starts to familiarize yourself with the room and equipment.
- Check that the layout of the room is the way you expected it.
- Create a way to identify your site’s name or location (for example, a sign with bold, plain letters placed in view of the camera). Have remote sites do the same.