

Community Access Presentation Tips

For digitally recording in the John H. Shellum Room
University at Buffalo
School of Management
106 Jacobs Management Center
North Campus

Allow a Little Extra Time

When you request time, request 30 minutes more than the length of your presentation. For example, if you plan a 60-minute presentation, request 90 minutes. That way you will have plenty of time to set up on the front end, and time on the back end in case your presentation takes a little longer than you planned.

Bring a Friend to Help You

While you can operate the equipment yourself while you present, many agencies have found it helpful to have someone sit off-camera to operate the equipment. That way the presenter can concentrate on the presentation instead of worrying about zooming in and out on the visualizer, for example.

Bring an Audience

Since this technology captures a real event, bring several people to become the audience you can talk to, so that your pacing will be natural. Ideally, bring people who have never heard your presentation before. Also, your presenters can sit in on presentations from other agencies before they present themselves.

Before You Begin

There will always be a student or staff member in the control room acting as technical director or board operator for your presentation. Please feel free to ask them any questions before you start.

Tell Them Who You Are

Don't be shy. At the beginning of the presentation, tell the audience your own name and title, in addition to the name of your agency and the name of the presentation.

Clothing

Dress with the microphone in mind:

We use a wireless, lapel microphone. A small battery pack (the size of a cigarette pack, but heavier) attaches to your belt or sturdy waistband; the microphone itself attaches to the collar or button placket of your shirt, blouse, or jacket.

Avoid the following:

- Tight patterns (herringbone), stripes, or distracting colors or patterns.
- Clothing that is very light or very dark. (No white shirts please!)
- Distracting jewelry
- Low cut blouses. Camera angles may make blouses appear lower cut than they are.

Laptops

A Windows PC is available in the John H. Shellum Room (Jacobs 106). Or if you prefer, we can connect your PC or Mac laptop to the teaching podium and project it for on-site audience members as we record. The screen resolution of your laptop should be set no higher than 1024 x 768.

PowerPoint

Keep PowerPoint slides and other documents uncluttered and easy to read.

- Use sans serif fonts (e.g. Arial, Helvetica, Verdana) at 28 points or larger. Some viewers have said that 44 pt. type is the optimal size.
- Show only five to six lines per slide.
- Use high contrast between the background and the text. Plain, pale backgrounds with black text show up well on video as do deep colored backgrounds with pale text.

Arial 28pt.

Arial 32pt.

- To be safe have a border of at least half-an-inch around your PPT slides and printed graphics.

Avoid the following:

- Busy slide backgrounds; thin fonts; **OUTLINE FONTS**; *script fonts*.
- Complicated graphs with small type.

Web Sites

The font size on many web sites is too small to be read clearly by students in class, or on the recording. Both Internet Explorer and Netscape have the ability to enlarge the font of web sites as you view them.

Firefox or Netscape

Click on the View menu; click on Increase Font. You may have to do this several times to make the type readable.

Internet Explorer 6

Click on the View menu; click on Text Size; choose Larger or Largest as appropriate.

Internet Explorer 7

Click on the Page menu; click on Text Size; choose Larger or Largest as appropriate.

Excel, Access and Word

These programs are difficult to see when shown on a video monitor, or as part of a video recording on the web.

- Enlarge your fonts as much as possible when creating documents to show in class
- When pointing out specific parts of a document change Zoom to 200%

See the difference in the examples below.

Day	Time	Speaker	Room	Phone	Internet	Other
4	1:10-1:25	Steve Venn	117	(713) 016-3711 x1279	Internet - browser	1504-HP numbers
8	1:40-1:55	Brenda Laurel	117	(713) 016-3711 x1176	Internet - browser	1504-HP numbers
12	2:54-1:15	Michael Helm	Spring Room	(713) 016-3711 x1490	Internet - browser	1504-HP numbers
15	1:45-1:55	Michael Helm	Spring Room	(713) 016-3711 x1490	Internet - browser	1504-HP numbers

1 Excel document, Arial 10pt. Type; Zoom = 100% (Hard to read)

	A	B	C
1	Digital Summit Virtual Conferences		
2	Technical Coordination		
3			
4	Day	Time	Speaker
5	Fri	10:00-10:45	Steve Mann
6			UB Main (716)
7			
8	Fri	2:00-2:45 East	Brenda Laurel
9		11-11:45 Pac.	Main (716)
10			
11	Fri	2:45-4:45 East	Michael Heim
12		11:45-1:45 Pac	Scrr (716)
13			
14			
15	Sat	8:45-10:45	Aliza Sherman
16			Scrr (716)

2 Excel document, Arial 10 pt. Type; Zoom = 200% (Slightly better)

	A	B	C
1	Digital Summit Virtual Conferences		
2	Technical Coordination		
3			
4	Day	Time	Speaker
5	Fri	10:00-10:45	Steve Mann
6			UB site Main (716) 64
7			
8	Fri	2:00-2:45 East	Brenda Laurel
9		11-11:45 Pac.	Main Str (716) 64
10			
11	Fri	2:45-4:45 East	Michael Heim
12		11:45-1:45 Pac	Scrng. F (716) 64
13			
14			
15		8:45-10:45	Aliza Sherman
16			Scrng. F (716) 64

3 Excel document, 24 pt. Type; Zoom = 100% (Easy to read)

Document Camera (a.k.a. Visualizer or Elmo)

The document camera allows you to project printed pages, 3D objects or spontaneous notes to all students.

- Write on or show regular printed pages
- Use a thick dark felt-tip pen or marker when writing
- Try to write as neatly as possible

Avoid the following:

- Small fonts or typewritten pages, these are difficult to read
- Traditional (clear) acetate transparencies
- Writing with pencils or ball point pens

Special considerations when teaching/presenting in Jacobs 106

There will always be a student or staff member in the control room acting as technical director or board operator for your class.

You need to wear a microphone for your voice to be heard by distant students.

The microphone will not amplify your voice in the classroom.

Use the touch screen controls in the teaching podium to switch between the PC, Document Camera and DVD/VHS player on the projector. The board operator will show you how to do this if you are unfamiliar.

Do not begin your presentation without a cue from the board operator.

Before you can begin your presentation the board operator needs to start several machines, un-mute your microphone and focus the camera on you. It generally takes 30 to 90 seconds from the time you let the board operator know that you're ready and the hand signal telling you it's OK to start. It helps the board operator greatly if you stand in one place while you wait for the signal.