

Videoconferencing Presenter Guidelines

- Check out OTN's **PowerPoint Guidelines** in the Member Resource Library at otn.ca.
- **Review presentation** and **organize equipment** in advance.
- Start and end **on time**.
- Ensure **compliance** with the **Personal Health Information Protection Act**.
- **Avoid** audio and video **distractions** including:
 - tapping;
 - paper rustling;
 - side conversations;
 - PDA interference with microphones;
 - white, brightly patterned or shiny clothing.
- **Mute** when not speaking and ask participants to do the same.
- **Engage** the remote audience by:
 - welcoming each site;
 - speaking directly to the camera;
 - including other sites;
 - repeating on-site questions.
- **Designate** someone to:
 - frame and zoom the camera around speakers;
 - toggle between camera and presentation.
- Presume that you can **be seen and heard** throughout the session.

In the event of a technical problem, contact the OTN Service Desk at 1-866-454-6861 or servicedesk@otn.ca immediately and have your Event ID Number ready.