

Presenter Checklist

Dress: Presenters should wear solid colors that will contrast well to the surroundings in the room. Stay away from patterned shirts or blouses.

Acknowledgement of the Remote Audience: In the beginning of the presentation, acknowledge the remote attendees by welcoming them and encouraging them to participate in the question and answer period. Let them know how much you appreciate their involvement. Look at the camera during the presentation as you would make eye contact with a participant in the room.

Slide Transition: A producer will be mirroring your slide transition. Please try not to jump ahead or skip back to slides you already have covered.

Questions: During the Q & A period, we will rotate questions between to remote audience and the onsite audience. As you lead this discussion please make sure people talk into the microphone so their questions can be heard by the remote participants. If someone onsite neglects to use the microphone, please repeat their question or comment.

Positioning: Be aware of where the camera is and try to stay in an agreed to area that will ensure the remote participants have a good view of the proceedings.

Session Ending: When you conclude the program thank the remote audience for their participation, provide any post event instructions and let them know they may now disconnect.