

# Framing the Camera



## Positioning the Camera

A big part of using the equipment effectively is framing the camera properly. The videoconference should mimic a face-to-face session as much as possible. Therefore make sure the subject is framed in a head and shoulders shot so the participating site(s) can see the presenter or patient clearly.

Ideally when you frame the camera, visualize a line dividing the monitor in half. The subject's face should be in the upper half of the screen and the framing should be centered. The subject's face should be close enough that you could recognize them on the street or bus. However, if the camera framing is too close it could make the person feel self-conscious. In addition, if the framing is too close the subject might move out of frame easier.



## Lighting and Background

Always have a solid background behind you. This could be a wall, door with no windows or a covered window. In addition, ensure that you have proper lighting so that you are seen clearly.

# Etiquette Guidelines



## Participate in an audio-visual check

- Start the video conference with a roll call or speak with the host site.

## Mute appropriately

- Remember to mute when not speaking. This will ensure that video does not switch to another site if someone makes a noise when using voice activated mode
- If you need to move the microphone during the session, mute it first.

## Engage the remote audience

- Look into the camera occasionally when you are speaking. This helps you to maintain good eye contact with the remote audience.
- Do not move out of camera range so that people are always able to see you.

## Speak clearly and naturally

- The microphone will automatically amplify the sound.
- There is no need to shout. Quiet talkers should sit closer to the mic.
- Modulate your voice so it is not a monotone.

## Pause between speakers

- Due to a slight audio delay, pause and wait for a longer than normal period if you want to be able to hear comments or are expecting a response from other sites.

## Reduce background noise

- Avoid unnecessary tapping, rustling of papers, and side conversations when your site is speaking, as this will add audio noise at the receiving sites.

## Enhance video display

- Avoid rapid movements or erratic hand gestures.
- Avoid wearing clothing with loud patterns, or solid red and white.

## Professional behaviour

- Be aware of the scheduled start and end time.
- Assume that you are visible and can be heard throughout the meeting.
- Do not interrupt when others are talking and use respectful language at all times.
- Focus discussion and questions on the content of the session.
- Respect individual confidentiality.

## Administrative meetings

- Participants at all sites should be introduced.
- Say your name and site the first few times you respond to help familiarize others with your voice.

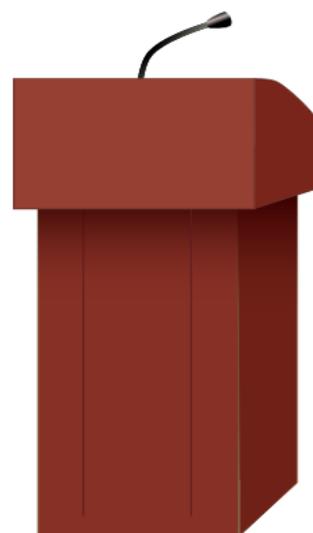
## After the session

- Leave room clean and put video conference equipment away

# Presenter Guide

While videoconferencing is an effective communications medium, you must be prepared to accept a small loss of resolution. Your visual guides needs to be adapted in order to maximize the audience's view at both the local and remote sites. The following suggestions are for presenters in order to help them create effective PowerPoint slides.

- **Use a simple PowerPoint template in landscape format**
  - Use dark print with a plain light background or light print and a plain dark background; a dark blue background is recommended.
- **Allow for a 1 inch margin on all borders**
- **Limit the amount of words per slide**
  - Use no more than five bullets of information per slide.
  - Use brief phrases instead of sentences.
- **Keep any graphics simple**
  - Use simple bold tables like pie charts or bar graphs.
  - Avoid complex tables and scatter plots.
- **Use a consistent font size**
  - At least 30-point font for text and 44 for headings.
- **Select a simple, clear, and bold font**
  - Arial, Tahoma, Verdana.
  - Avoid italics.
  - Use lower case for text.
- **Avoid animation and special effects ( sounds, fly-ons, fade-ins)**
  - Use simple slide transition.
- **Send a copy of the presentation to all receiving sites for distribution (in case of problems)**
- **If possible, have a second medium available (hard copy and document camera)**



# Useful Contacts



## Service Desk

Respond to OTN customers by providing expert technical support before, during and after videoconferences.

1-866 -454-6861 (option 1)

[servicedesk@otn.ca](mailto:servicedesk@otn.ca)



## Contact Centre

Respond to OTN customers by providing technical support before, during and after videoconferences.

1-866 -454-6861 (option 2)

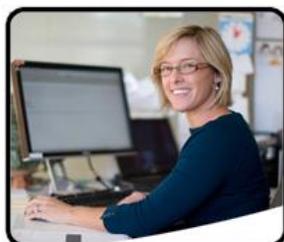
[customersupport@otn.ca](mailto:customersupport@otn.ca)



## Training Team

Provide live training sessions to new OTN customers that focus on knowledge acquisition and application.

[training@otn.ca](mailto:training@otn.ca)



## Privacy Officer

Contact OTN's Privacy Team if you experience a privacy breach at your site.

[privacy@otn.ca](mailto:privacy@otn.ca)