Graphic Guidelines

Graphics should conform to the following:

- placed horizontally
- conform to the 3 x 4 aspect ratio (an 8 1/2" x 11" sheet of paper turned horizontally fits this ratio)
- allow a 1 - 1 1/2" margin around all edges of the visuals
- use bold print with upper and lower case letters, preferable in a sans serif font (e.g., Helvetica)
- 36-48 point size works best
- do not use transparencies
- keep visuals simple and legible
- computer text should be bold, shadow and light colored on dark background (e.g., yellow or white text on blue background)

DLIT Personnel

The program producers and instructional designers are available to assist you with any questions regarding your presentation.

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ITV Presentation Hints

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Information Technology Services
Distance Learning & Instructional Technology
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This handout is designed to provide some guidelines for presenting from an ITV classroom.

** Cameras **

The program producer will show you where the cameras are located in each room. The red tally light on top of each camera indicates which camera is being used at any time.

** Microphones **

As the main presenter, you will be provided with a microphone. When wearing the microphone:
- ✓ speak normally
- ✓ avoid hitting your chest
- ✓ avoid excessive shuffling of papers

** Wardrobe - Color and Design **

- ✓ avoid all white clothing (It reflects light; images around you appear darker.)
- ✓ avoid all black clothing (Dark colors soak in light and makes everything appear lighter.)
- ✓ avoid bulky clothing (It makes you appear bigger.)
- ✓ avoid polka dots, fine stripes, plauds, and fine designs (It causes a shimmer on to.)

** Jewelry **

- ✓ avoid big, shiny jewelry (It can cause reflections.)
- ✓ avoid dangling jewelry (It can get tangled with the mic and create unwanted sounds.)

** Glasses **

- ✓ glasses may cause a reflection

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** Make-Up **

- ✓ personal preference
- ✓ use facial powder to prevent shiny foreheads

** Delivery Tips **

- ✓ avoid standing in back of the ELMO's vertical arm (Check the program monitor.)
- ✓ avoid sudden movements
- ✓ avoid walking fast
- ✓ look at the camera when talking to receive sites (They will get the impression that you are talking to them.)

** Preparation **

- ✓ Do not plan to fax materials before class.
- ✓ Send a program outline to the program producer one week prior to program.
- ✓ Arrive 15-30 minutes prior to program.

** Interactive Strategies **

When doing presentations,
- ✓ acknowledge all sites at the beginning.
- ✓ avoid long lectures; use appropriate pacing.
- ✓ use a variety of instructional activities. e.g. group discussions, student or guest presentations, role playing, interview, videotapes, slides, etc.
- ✓ remind participants to use their microphones and identify themselves and their site before speaking, e.g. “This is Sarah from Manoa and my question/comment is ...”
- ✓ encourage participation by calling on specific sites for comments or questions. e.g. “Manoa, do you have any comments or questions?”

For one-way video sites, you may want to also do the following:
- ✓ send any resources to the instructor or program producer (e.g. graphics, videotapes, slides, etc.).
- ✓ do a voice over during presentations.
- ✓ send photo of yourself to the instructor or program producer.

** Instructional Media **

The following instructional media are available in the ITV classrooms. You may want to schedule time with the site facilitator to practice using any of the equipment with which you are unfamiliar.
- ✓ Visual presenter (ELMO) is used to show graphics, books, or small items. It also can be used to write or draw spontaneously.
- ✓ 35mm Slide Projector
- ✓ VCR with S-VHS & VHS playback formats
- ✓ Computers (PC & Mac) are available for presentations or demonstrations. Prior arrangements for use must be made with your program producer.

** Copyright **

Use of copyrighted materials for face-to-face classroom instruction falls under public Law 94-553, the principle of “fair use.” However, when a course is broadcast over television, copyright clearances are necessary.