



Notes for TV Presenters:

The Video Production Department of UNC Charlotte is committed to providing distance education students and educators with the best possible environment in which to communicate with one another. The following pointers will help us to achieve that goal, and help you become a great distance educator.

Using the Microphones Effectively:

- Wear a shirt or jacket with a lapel or collar.
- Assume that you are always “on,” unless you have muted your microphone.
- Use a normal speaking/teaching voice.
- Avoid wearing noisy jewelry.

- Group participation is why we’re here; however, students must be quiet when they are not presenting or asking questions.

- Side conversations, paper rustling, tapping pens, or moving microphones can cause a GREAT deal of background noise that affects both what the distance sites hear and what gets recorded to tape.

Using Video/Computers Effectively:

- Technicians are good at reading cues from the instructor; however it is best if you ask the technician to switch between the overhead, the computer, or the distance sites on the screens or televisions.
- If you are an instructor who likes to walk as you speak, please limit yourself to the front area of the classroom so that the technician can follow you with the camera.
- If you would like to refer your students to something on your computer screen, it is a good idea to point with your mouse instead of pointing at the screen on the wall.
- The text of PowerPoint presentations should be no smaller than 30 points. Light text on a dark background provides the best contrast for transfer to video.
- Normally, the technical director will insert a picture-in-picture of the instructor over the presentation video. Please try to leave an empty area near the bottom left or right corners of your PowerPoint slides to accommodate this image.

In Addition:

- Food is prohibited in the classrooms; however drinks are permitted, as long as they are in closed containers.
- Our system works outstandingly well on a daily basis. However, there will likely be times when we experience technical difficulties. Be patient and don't panic, it happens to everyone at least once. Generally, the technicians are aware of these types of problems as they occur, and do their best to fix them as quickly as possible.
- If at any time you have problems hearing or seeing any media, please let the technicians know, they are here for you and your students.
- If you have any questions or require assistance with any of the equipment, please let the technicians know.
- If your class encounters a special situation or change of schedule, please let Natasha Stracener (ext. 2435) know as soon as possible, so that we can make the necessary accommodations.
- Have a great class!