



Successful Videoconferencing- For Students

Here are a few hints to make sure that you get the most out of your videoconferencing experience.

- You should assume you can be seen “on camera” at all times during the conference, even when you are not aware of it.
- Remember to turn on the microphone to talk and to turn it off when not using it. If this is not done, the conference becomes a sort of echo chamber.
- Do not eat/drink during the session – at least if you are in viewing range of the camera at your site (unless you want about 200 people to see you doing this!)
- For the presentation, consider including visuals such as charts, graphs, pictures, posters, video clips, or demonstrations. This can really “jazz up” your presentation. Just keep two things in mind: (1) what you can use may be limited by the equipment available at your video conference site. Check with your teacher to find out what is available. (2) Be sure that your visual aids are large enough to be seen when viewed on the videoconference television screen (they need to be surprisingly big).
- If you are using a video, be sure it is clear and easily understood (both audio and visual).
- Consider a creative approach to presenting your project, for example, role-playing or skits can be very effective.
- Be prepared and have the timing down. Practice is incredibly important! Students who have done this before have told us that this is one of the most important things- they recommend practice, practice, practice!
- It is a good idea to videotape your presentation as you practice so that you can see how it will look to others. This will also help you figure out whether your visual aids are legible, whether everyone can be heard clearly, and how to arrange yourselves so everyone is visible when they need to be.
- Be ready to answer questions about your presentation and topic that may be asked by the Society of Toxicology panel and other school teams.

During your presentation, you are welcome to ask the panel at the Society of Toxicology meeting questions regarding your topic. This may be especially useful if you could not find answers in your research.

- You are encouraged to ask other student teams questions about their presentations. Taking notes as they present may be helpful.
- Have fun and know your voice is being heard!