

## OVERVIEW

# Streaming

## Basic and Advanced Participate Console Options

To make sure your next Streaming event is a success, follow the tips below. If you need extra assistance, our expert Web Production Team is there to help you every step of the way. Just contact your Sales Representative for more information.

### Setting Up Your PowerPoint® Presentation

#### Slide Design Basics

The slides contained in your PowerPoint presentation will be reduced in size for your multi-media presentation in order to fit within the dimensions of the slide area defined in the audience console.

Typical sizes are:

- 432 by 324 pixels
- 600 by 400 pixels
- 800 by 600 pixels

Do not have any more than one master slide in your PowerPoint slide deck so that it can be automatically converted. To check this, go to the View menu, then choose **Master**, then **Slide Master**. To delete any master slides beyond the first one, go to the View menu, then choose **Master**, then **Title Master**

Steps to maximise the legibility of your presentation and to communicate more effectively:

- Be sure your presentation has a 4:3 aspect ratio (the default is 540 x 405).
- Use larger type than you normally would.
- Keep it simple. Use more simple design elements and solid colour blocks than you normally would.
- Break out all animations into separate slides.
  - All builds or animations must be expressed as individual slides in a sequence. We recommend removing all builds or animations however the platform can support these features, so please talk to us about how best to display content using animations.
- If page numbering is required, insert manually by adding a text box and entering the slide number.

As a general guideline, AVOID using:

- Small type (17 point type and smaller is too small)
- Embellished type (type with shadows, bevels or special effects)
- Textured or gradient backgrounds
- Sounds, music or voice narration
- Page numbering created within the slide header/footer
- Animations
- Slide transitions (animated slide builds)
- Embedded Excel files
- Embedded audio, video or Flash



## Slide Design Tips

There are helpful hints to use when creating your slides.

- Be consistent - use a master style for the entire presentation.
- Know the limits of the medium - view your slides in PowerPoint at 40% to simulate the experience your users will have.
- Select colours and graphics that match or compliment your corporate identity - your attendees will appreciate seeing brand elements they recognise.
- Use bold elements - use solid colours in your slides instead of gradients and textures.
- Use contrast - dark type on a light background is more legible than dark type on a background with a midrange tone, and contrast improves legibility.
- Use your own template designs - instead of using the PowerPoint default templates (they are not recommended because they contain gradients and textures that do not convert properly), use one of your corporate designs.
- Use standards - choose two font families and a colour palette, then use them consistently throughout your slide presentation.
- Limit the amount of information displayed on each slide - it is often more effective to break complex slides into a short series of slides.
- Avoid redundancy- remove the unnecessary branding elements from the slides, such as logos, images or banners, as they are often reproduced in the audience console interface.

Note: If you have PowerPoint files that exceed 15MB, please notify your InterCall Web Production Manager.

## Telephone Audio Presentations

When recording or presenting live via telephone there are several techniques that can help you to gain the highest quality audio experience for your viewers.

### Recommendations:

- Find a quiet place to speak. Try to find an office with a door or other quiet place to record your presentation, or when presenting live. Avoid background noise and interruptions.
- Use the telephone handset instead of a speaker phone. This is perhaps the best thing that you can do to improve the quality of your audio presentation. Handsets normally have good quality microphones and the near-field effect of the microphone means that background noises are kept to a minimum.
- Don't multitask during your presentation. We are all very busy in today's economy, but resist the urge to answer emails or instant message outside of the presentation. Such distractions will affect the quality of your presentation.
- Remember to turn off your computer's speakers and mobile phone or any other phones. This will prevent any disruption or background noise being heard by your audience. Also be conscious of unintended noises (heavy breathing, coughing, etc.).
- Place a glass of water on your desk, just in case you need it during your presentation.



### Things to Avoid:

- Using the “hands free” option on your desk telephone. The “hands free” microphones built into most desk phones are of poor quality and will pick up all of the background noise in the room. These noises, such as typing, other voices and machine interference, can be particularly distracting to the audience.
- Using conference table telephones. Conference table phones, while normally employing better microphones than desk telephones and having noise cancellation circuitry, will still produce echo from the room and transmit background noises as well as voice. If you have multiple presenters located at one venue, talk to us about testing prior to your Event, and AV Hire options to ensure your Event is of the highest quality.
- Telephone headsets. Telephone headsets normally have poor quality microphones and result in low volume voices that sound compressed. If you have a higher quality headset that you would prefer to use over the Telephone Handset, contact us to arrange for testing.
- Putting your line on hold. If your office phone system plays hold music, all of your event participants will hear it.
- Noisy offices. Try to make sure that you are in a quiet place where background noise is at a minimum. It is even better to only have only one presenter in a room if there are multiple people located in the same office who will be speaking.
- Shared DSL/telephone line service. Sharing your voice telephone line with a DSL connection results in lower voice quality—the voice will sound compressed and have a very limited frequency range. Speak with your Telephone Provider to determine if you have a shared line.
- VOIP (Voice over Internet Protocol). VOIP systems vary in quality. Most of the top VOIP manufacturers have very good voice quality within the company LAN, but there are a number of smaller manufacturers of VOIP gateways and systems that over-compress and gate their voice calls to gain bandwidth. This results in poor quality audio. VOIP vendors that offer service over the public Internet should be avoided, both for quality and security reasons and the possibility of call interruption due to packet loss.