

1. Plan, plan, plan. You can never start planning too early. In particular, plan your interactive activities and plan your visuals.
2. Lecture/present for only 10-12 minutes at a time. Beyond this, learners fall into a passive viewing mode. After 10-12 minutes, involve your learners in some type of activity that reinforces and builds upon the learning.
3. Use interactive techniques and involve your students. Plan your interaction – it doesn't just happen. Most of the interactive techniques you use face-to-face will work in a videoconference – you may just need to adapt them a little.
4. Let your personality come through. You need to make a connection with your learners and one way to do that is to let them know the type of person you are. Don't use a 'newsreader' style of presentation.
5. Use handouts to reinforce your message. They can contain notes and diagrams that have some information missing – for learners to complete during the videoconference.
6. Use meaningful visuals. They should be well designed and support your verbal message. Use clipart, photographs and word pictures – not just words. The document camera can be a valuable teaching tool and can double as a whiteboard.
7. Be aware of how you look and sound. Wear clothes that reflect the image you want to project. Busy patterns and colours and bright jewellery can be distracting.
8. Maintain eye contact with learners at remote sites as often as you do with learners in the room with you. If your room is well designed (eg the camera is directly above the monitor showing the far site) you only need to look at the monitor – not directly into the camera.
9. Use presets creatively – they don't have to be just for people. You can preset camera shots of posters, objects etc as well as for places in the room that you want to walk into.
10. Be energetic and enthusiastic in your teaching – this will translate to your learners.