

# **Giving a demonstration by video conference**

Knitting and Crochet Guild

Version 1.0

# Contents of this Briefing

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- Your first step

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- Before the meeting!

Present the demonstration

- During the meeting

# Planning

## Planning - technology

- Which video conference system?
  - Computer, tablet or smartphone?
  - How will you hold the tablet/smartphone?
- Lighting
  - No bright lights “in shot” behind you
  - Lights above you
  - Lights at least 1m away (avoids “burning out”)
- Desk or table to work at

## Planning - content

- What are your main points?
- What do you need to show to make your points?
- Which bits need to be shown in close up?
- How long does it take to do each step?
- What will you ask others to “do along” with you?

# Preparing

## Preparing – Using IT

- Check you can set up, start and join the meeting
- Set up a test session with a friend
  - Ask them to tell you if they can see and hear you
  - Mimic some of the tricky parts of the demonstration
  - Practice “keeping in shot”
  - Can you see the others while you are demonstrating?
- Arrange for someone at the meeting to help you
  - keep on screen, audible
  - manage the others at the meeting

## Preparing – your props

- Make a bullet point list of main points in the order you want to make them
  - Highlight: close-ups, new props
- Get all your tools and materials together
- Make your “Blue Peter” items
  - Part-completed samples to allow you to fast forward to next technique

## Present the demonstration

- Follow your bullet points
- Look at the camera
  - Unless you need to watch your hands
- Watch what others are doing
  - Are they keeping up?
- Use your props to keep up the pace
- Be ready to repeat/reword at any time
  - It is more difficult to follow things online
- Remember those outtake programmes
  - the professionals do not always get it right first time

# Summary

Plan

your demonstration, the IT and room

Prepare

IT, “script”, tools, “Blue Peter” items

Present

Your demonstration

Remember

You are among friends

All those outtake programmes