



Best practices for recording: Tips, tricks and tasks for recording your presentation

Practice, Practice, Practice

- Practice your entire presentation from start to finish out loud.
- Time your rehearsal to ensure that the total length is within your allocated presentation time (12 minutes for platform speakers, 30 minutes for Keynote speakers, 20 minutes for Emerging Trends speakers).

Your Space

- Be sure to choose a quiet room or space with the least audio/visual distractions (i.e. no people, pets, tv, music, etc.).
- Ensure all computer, alarm, and device notifications/ring tones are turned off (silent) throughout your recording.

Background

- Make sure your background does not have moving objects, light, people, or pets.
- A solid background (ex. wall or screen) allows for the fewest distractions.
- Organize your desk, and minimize the clutter in your background.
- Be sure the area captured on camera is clear of clutter or distracting objects.
- If you plan to use a Zoom screen, be sure to have a green screen or blank wall behind you.

Appearance

- Dress in simple, professional attire.
- Avoid large and distracting jewelry and accessories

Avoid Noisy Distractions

- Avoid playing with noisy objects that might distract from your presentation (ex. clicking pens, fidget toys, etc.).
- If you plan to wear earrings, choose stud earrings. Hanging earrings can be distracting, and can bump against microphones and impact the audio recording.

Audio

- If possible, use a good set of headphones, or a Bluetooth earpiece or earbuds to capture the highest-quality sound.
- Please avoid using a computer microphone as it adds ambient noise to the audio.

Lighting

- Make sure your lighting is in front of you, not behind you.
- Make sure you have adequate lighting. Direct natural light is recommended.
- Please avoid having your window blinds cast a shadow on your face.
- Avoid overpowering overhead lighting or lights in the background.
- You may need to balance the decision of too much direct light (from a lamp, window, or computer screen), if you wear glasses, to avoid a large glare.

Volume

- The tone of your voice will go a long way to providing an appealing presentation and keep attendees actively engaged.
- Be sure to speak up and promote positive energy while presenting.
- Don't worry about silence. If you make a joke, even though it is silent in your space, people will laugh along with you. 😊
- Avoid just reading your PowerPoint out loud; much like a live session, people want to hear what additional comments you have beyond what is written on the slides.
- Be aware of your body movements and positions while on camera. A lot of communication is processed non-verbally.

The Capture

- Be sure to position your camera squarely with your face and at eye level .
- Please avoid positioning the camera so that it is angled up towards your face, or requiring you to look down towards your camera.
- If possible, place a stack of books under the computer that has the camera, and position the computer camera to capture your face, including forehead, and also both shoulders.
- If you have multiple monitors, make sure you are looking at the display with the camera being used for your recording. Do not use a monitor that requires you to look off to the side while recording, as this does not engage the audience.
- Be sure to look at the camera while you are presenting, do not watch your own image.

Miscellaneous

- Have a drink of water readily accessible, in case it is needed.
- Choose a comfortable chair to avoid fidgeting during the presentation.

- Make sure your computer is fully charged (best to leave the charging cable in).
- Relax, have fun, and be yourself!