



## 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 (20 minutes).

### 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.

### 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!