

Best Practices for Recording Your Presentation

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.

Where to Record

- Be sure to choose a quiet room or space with no 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.
- 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.

Audio

- If possible, use a good set of headphones, or a Bluetooth earpiece or earbuds to capture the highest-quality sound.
- If possible, please avoid using a computer microphone as it adds ambient noise to the audio but no worries if you don't have headphones.

Lighting

- Make sure you have adequate lighting. Direct natural light is recommended.
- Avoid overpowering overhead lighting or lights in the background. Your lighting should be in front of you, not behind you.
- Adjust monitor brightness to minimize eyeglasses glare.

Volume

- Be sure to speak up while presenting.
- Avoid just reading your PowerPoint out loud; 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

The Capture

- Position your camera squarely with your face and at eye level. It should capture your face, including forehead, and also both shoulders.
- Do not position the camera so that it is angled up towards your face or requires you to look down towards your camera.
- Look at the camera's lens while you are presenting. Do not watch your own image.
- Sit arm's length away from the camera