

Best Practices for a Pre-Recorded Presentation

The Set-Up...

- Use a solid internet connection capable of streaming video. A hard-wired Internet connection is strongly preferred for reliability.
- Use a computer with a built-in camera and microphone. Mobile phones and tablets are not recommended.
- A well-lit quiet space is best. Avoid dark rooms or noisy backgrounds, i.e. barking dogs, television, etc.
- If possible, avoid a background with a blank wall. The use of a textured background or visual props results in a more dynamic presentation, as long as it is not more brightly lit than the speaker.

Positioning Yourself On Screen...

- The speaker should face the primary light source available in the room. If there is light coming through a window in the room, try to face the window.
- When possible, frame the video to capture the top of your chest to the top of your head, with very little space above the head. Try to center yourself in the screen when facing the computer camera.
- When using a web cam, arrange for a close-up web camera shot of the presenter. We want to avoid a camera shot of an empty room with one person.

When Speaking...

- The computer must have audio speakers and the presenter must know how to adjust the volume.
- Avoid the use of “good morning” or “good afternoon” when recording your presentation. Attendees from around the world will be viewing your presentation from different time zones.