Recorded Presentation Guidelines for Virtual Events

Technology Needs

• Bandwidth is everything
  • Shut down all non-essential applications and ensure others are not using bandwidth from other devices.
  • Set your monitor to the highest resolution possible (1920x1080 or higher is best)
  • Make sure your microphone is in the right position and at the correct volume
    • Use a headset with a high-quality microphone if possible

• Set up a quiet location
  • Silence or shutdown nearby devices
  • Record 10-15 of silence to make sure there is no ambient noise

Location

What to Wear

• Don’t wear any clothing that could cover your face or create ambient noise such as scarves or loose sweater
• Be aware of your accessories
  • Anything that makes noise, such as clunky jewelry, should be removed before you present

• Stand up if possible, even though you will not be on camera
  • You will feel more confident and energized.
  • If you must sit, make sure to sit up straight and keep your face lifted.
• Slow Down
  • We tend to speak faster when giving a presentation. If you think about slowing down your speech and enunciating your words, it will be the correct tempo for the recording.
• Record a Practice Run
  • Record 5-10 minutes and play it back and adjust as needed.
    • Check for these things – Are your words clear? Loud enough? Is there enough inflection in your voice?
  • Practice, Practice, Practice – do a full practice of your entire presentation before you record. You will be more comfortable, and this will give you a more natural recording

Engage Your Audience

• Begin your recording with your name and the name of your presentation
• Leave several seconds of dead air at the beginning and end of your recording.