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**

- 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

**What to Wear**

- 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
- You may choose to include yourself on camera or not, this is at the presenter’s discretion and comfort level
  - If you choose to appear on camera in the recording, consider wearing the same outfit the day of your presentation at the conference