

Virtual Recording Tips

Overview:

Record a sample video to check how your setup appears prior to your presentation.

1. Ideal option: external camera, external microphone, lighting kit, speakers, hardwired internet connection
2. Good option: external camera with a built-in microphone, natural lighting, earbuds, and a Wifi booster/extender
3. Adequate option: a laptop with a built-in microphone and camera

Internet Considerations

- Connectivity:
 - Directly connect to your router using an ethernet cable (extra long cables are available in 50-100 feet) or consider purchasing an upgraded router or Wifi extender
 - Turn off all other connections in your home to boost your computer's signal, especially streaming services and online gaming.

Audio

- Microphone:
 - Recommended: USB microphones, or "external" microphones, provide a higher quality than laptop-provided microphones.
 - Stay close to your microphone
 - Keep a glass of water nearby
- Sound:
 - Feedback:
 - Use one source of audio via computer OR phone (not both)
 - Keep speakers (event sound) at minimum levels (not high sound)
 - Be sure there are no sounds (or people) in the background to create auditory distractions. Remember to turn off doorbell camera alerts, phone alarms, computer notifications, etc.
 - Speakers may be required to hear any questions, interactions, or to hear the technical team and event facilitator.
 - For the best experience:
 - Ensure you have good speakers on your computer
 - External speakers enhance the experience (easy to find on Amazon.com)
 - If on camera, headsets are not ideal.

Video and Appearance

- Camera:
 - Recommended: external webcams provide a higher quality than laptop-provided webcams, which often have an ultra-low resolution.
 - Place your external or computer camera just at or slightly above your eye level.
 - Don't get too close. Position yourself so the camera is seeing you from the chest or waist up, instead of just seeing your face. This is especially beneficial if you tend to gesture a lot.
 - Look at the camera. This takes a bit of getting used to since you want to look at the other participants' faces, but try to look at the camera when you're talking. This tactic will mimic the in-person feeling of eye contact. It's important to gauge reactions by looking at the screen, but alternating that with looking at the camera makes the audience feel like you're really talking to them.
 - Recommended: A camera lighting kit will provide the best lighting because regular room lighting only lights from the ceiling down (casting a shadow on your face) and focuses on the top of your head.
 - If you do not have a lighting kit, position yourself so that most of the light is coming from in front of you (behind your monitor) instead of behind you. This can be done using one steady lamp placed directly by your face. If you have a window behind you or to the side of you, shut the blinds to avoid backlight or sidelight.
- Clothing:
 - Recommended: Solid clothing in neutral or warm tones (remember that the camera will boost contrasting colors/patterns)
 - Not recommended: Patterns, long necklaces, bangles, ties, pocket squares, and the following colors: white, bright red, all black, or green
- Background:
 - Adding a background image is not recommended because it can slow down bandwidth.
 - Check what is seen in your background by recording sample video prior to your presentation:
 - Recommended: a plain wall, a potted plant, or a bookshelf wall
 - Keep uncluttered and remove distractions
 - PROTIP: Consider standing up during your presentation. Standing can keep you alert and engaged as well as show more of your personality through the camera. Just be careful not to move out of the camera's focus.

Helpful Articles:

- [Presenting Virtually? Here Are The 4 Home Office Items You Need](#)

- [Choosing a Camera and Microphone for a Webinar](#)