

Preparing to record

SET-UP

Quiet space: Find a location free from distractions. Make sure everyone in your home knows you are recording to ensure there are no interruptions.

Background: Find a spot with a plain background, free from clutter and not filled with personal effects. Don't use virtual backdrops unless you have the correct green screen setup, otherwise you'll melt into the background.

Lighting: Make sure your face has some good lighting on it. Make sure the light source is in front of you, as having it behind you darkens your face and body, causing you to fade into the background.

Camera: Position your camera to be as level with your face as possible. Avoid any weird angles and be sure to sit far enough away to keep your entire head in the camera window. Check out this [video on composing your shot](#).

Audio: Wired headset if possible and try to limit background noises. Wireless headphones work but often let in more background noise and uses more resources of your computer to connect. If you're using your computer's built-in mic, you'll need to sit as close as possible to avoid any echo and muffled audio.

Internet connection: Minimum 5mbps upload and minimum 5mbps download, hard wired if possible. Test your connection here, [speedtest.net](#).

Exit out of all unnecessary app's and disable all notifications: Quit all software not related to giving your presentation. Software running in the background may interrupt your recording with pop-up or sound notifications, such as email, instant messaging, or antivirus monitoring. Automatic backup software may cause the recording to stutter if it starts backing up your computer during your presentation. Close unneeded tabs and documents, turn phones and notifications to silent.

Confirm your settings: It is vital that you do a short test recording of your presentation to ensure that everything is working correctly. After viewing the result, make any adjustments to your audio or video settings as needed.

RECORDING WITH ANOTHER PRESENTER

Only one video can be uploaded per session. If you have more than one presenter, presentations must be recorded together at one time.

- ✓ Determine who will be sharing their screen, controlling the slides, and how transitions will be handled
- ✓ Rehearse your introductions, create clear talking points and designate who is saying what to avoid talking over one another.
- ✓ Remember that even when you are not presenting, you may still be visible on camera.

GET YOURSELF READY

- ✓ Practice your presentation a few times. Get comfortable with talking and advancing your slides.
- ✓ Have your presentation notes handy (whilst you're in presentation mode you are unable to see any of your own presentation notes, so have a copy of these printed or use a second desktop screen).
- ✓ Consider having someone watch you practice and provide feedback.
- ✓ If using a laptop, have the charger plugged in.
- ✓ Have a glass of water available.
- ✓ Dress to impress.

THINK ABOUT THE ATTENDEE EXPERIENCE

- ✓ Don't lean in, sit up straight and look directly at the camera – it will come across as if you are talking directly to the attendee. If using a laptop with built in camera, put it on boxes so that you are sitting up straight.
- ✓ Do not look at your notes or slides the whole time. Remember that you are presenting to attendees. Keep them engaged.
- ✓ Even though it is tempting, do not watch yourself!
- ✓ Don't panic if you make a mistake, just keep going. Getting tripped up will not ruin your recorded presentation.
- ✓ Remember that people are not looking for perfection, they are drawn to authentic and engaging interactions.

RECORD IN ZOOM (FREE)

- ✓ Install Zoom app: <https://zoom.us/download>
- ✓ Go on the tag wheel – Go down to Recording in the menu – Make sure this is unchecked «Place video next to the shared screen in recording»
- ✓ Start a meeting with yourself – Press New Meeting
- ✓ Check that the camera and sound are working
- ✓ Share your presentation– Press «Share Screen»
- ✓ Show the presentation in full screen and go to the menu bar. Press More and Record

✓ End meeting when you have finished the presentation– Stop share, Stop recording and End Meeting

✓ A folder of files will download when the meeting is ended. We will use the MP4 version.

✓ Remember to mark the file with name

✓ Send file via <https://www.filemail.com/> to aquanor@gyro.no

Deadline 10 August

You can also check out this video:

https://www.youtube.com/watch?v=P6cTbnUPwfY&ab_channel=TLCLab