



VIRTUAL PRE-RECORDING PRESENTER – BEST PRACTICES

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Treat a pre-recorded presentation as you would a live a presentation. Practice for a strong delivery!

GENERAL

- DO:
 - Practice your presentation, out loud and in front of mirror, to practice pace, emphasis, annunciation, and general familiarity with the subject matter.
 - Dress according to your industry standards, error on the side of business professional.
 - Decrease distractions and notifications. Close all applications other than those that are needed for the presentation.
- DON'T:
 - Rely heavily on notes.
 - Use filler words (*i.e. uh, um, like, you know.*)
 - Use regional colloquialisms or outside references that audience members outside of your region / organization are not explicitly familiar with.
 - Get frustrated – recording takes practice. Stopping and starting over is okay, and common.

AUDIO

- DO:
 - Wear headphones (wired or wireless).
 - Turn off cell phone and device notifications (*eg: email, text, call, etc. Be aware of vibrating as well.*)
 - Utilize do not disturb modes on your computer.
 - If available, use an external USB microphone (instead of built-in computer microphone).
- DON'T:
 - Record in a space with a lot of echo or external noises (*eg: garage, outdoors, etc.*)

CAMERA SETUP

- DO:
 - Use a neutral background or consider a virtual background (consistent to all presenters). Busy backgrounds can cause distractions.
 - Position camera at head height, relative to your position and aimed directly at you.
 - Look directly into the camera and minimize looking at the screen or down at notes.
 - Position webcam far enough away to capture your shoulders and your entire face with some room to spare.
 - If available, use an external USB connected camera.
- DON'T:
 - Wear busy patterns (*eg: stripes, plaid, paisley, etc.*)

LIGHTING

- DO:
 - Light yourself from the front with soft, indirect light, and minimize other lighting in the room.
 - If available, use a ring light (or similar) pointed directly at your face.
- DON'T:
 - Sit below a large overhead light as this will cast a shadow on your face.
 - Present with a window behind you as this can create a silhouette.