



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



Recording Specifics

- 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.