

## Some basic tips on video recording and video conferencing from the Multimedia Services team:

### 1-Lighting

- use a soft frontal light, or face a window
- do not use backlighting or top lighting
- use a neutral background, not too cluttered

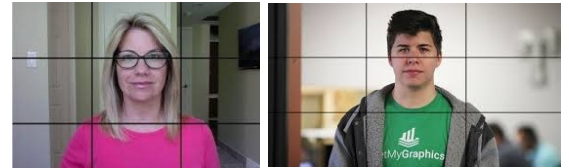


### 2-Sound

- ensure a quiet environment
- use an external microphone, or a headset combo if possible
- close all applications that may trigger a notification sound on your device

### 3-Framing

- camera should be at eye level
- head to elbow shot is best, we can see any hand gestures this way
- eyes should be in the top 1/3<sup>rd</sup> of the frame
- very little space between the top of the head and top of the frame



### 4-Network for videoconferencing (zoom, teams, webex, etc)

- it is best to use a wired network connection if you can. If on wifi, closer to your router the better.

### 5-Presence

- look directly into the camera** when speaking as much as possible
- be as dynamic as possible, body language, etc.

### 6-Graphics/slides

- ensure all images are the best quality possible and large enough
- text should not be smaller than a 20pt font
- during screen recording use the mouse to point or highlight anything on the slide

### 7-Testing in advance

- testing should be done in advance especially for videoconferencing to ensure proper video and audio quality and network connectivity.

### 8-Clothing

- Avoid stripes and busy patterns. For subtitling reasons, avoid whites and other very light colors.