



Recording Best Practices



1 SET CAMERA LEVEL

Be sure to set your camera at eye level. Prop up on a book or box if needed.



2 CHECK YOUR LIGHT

The best lighting is diffused, from both sides and not overly bright. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting.



3 AVOID HAVING A WINDOW BEHIND YOU

This will assist with too much natural lighting and glare.



4 CHARGE YOUR EQUIPMENT

Ensure that your computer and audio equipment are fully charged.



5 SILENCE INTERRUPTIONS

Turn off your phone and exit any programs that might pop up notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) & be sure to close your office door!



6 HIT RECORD

Record your 2-3 minute poster using a software like zoom, adobe, or techsmith.

7 SILENCE INTERRUPTIONS

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