

## Best Practices for Remote Speaker Filming – Invited Speakers

**Reminder: Please refer to your speaker invitation for the length of your presentation.**

### Camera / Video Orientation

- If you're using a phone or tablet, please make sure to film in landscape mode.
- Elevate the camera to your eye level. This may mean positioning your laptop or device on a stand or even a stack of books. Ideally, you want the camera at the same level as your eyes, or just slightly above.
- Position yourself so the camera can see you from the chest up to ensure you are not too close to the camera.
- Try your best to keep the camera as stable as possible.

### Lighting

- Be sure to be in a brightly lit area.
- Always position yourself to have the light source in front of you and not behind you. Overhead lighting can cause excessive shadows and backlighting will make your face appear too dark to see.

### Sound/Audio

- We recommend using a headset and/or microphone as it will lead to better sound quality than using your computer audio. This will minimize feedback during your presentation.
- Please turn off sound notifications on all your devices.

### Environment

- Try to have a neutral background, so it doesn't distract from your presentation

### Connection

- Please ensure that you are on a stable network. In some cases, if you are on your phone, it can be better to be on cellular data instead of wi-fi, depending on your data package.

### **Recording from Zoom – Self-Recorded**

- Open Zoom on your computer and sign in.
- Start a new meeting. If you are prompted, click “Join with Computer Audio”.
- Make sure your video is turned on and microphone is not muted. It is best to record with headphones and a microphone.
- Please ensure that your name is shown as “[First Name] [Last Name]” in the meeting application.
- Find the “Record” button on the toolbar. Depending on the size of your window, you may need to click the three dot “more” button to find this option.
- If you are given the option between recording on the Cloud or your computer, you can record directly to your computer.
- When Zoom is recording, you will see a red rectangle that says “Recording” in the top left of your screen. If you want to pause or stop the recording, you can use the “Pause/Stop Recording” button on the menu bar.
- Sharing Your Screen: Please close all other applications on your computer to avoid notifications appearing during your presentation. Please have all files you wish to share ready and open. We recommend sharing the actual application window and not your entire desktop.
- When you are done recording your content, stop the recording and end the meeting. You will see a notification at the top right telling you that your content is being converted. It will download to your computer. This may take several minutes to complete depending on the length of your recording.

If you have questions or concerns, we are here to assist you.

For arranging your recording or questions about your self-recorded video, please contact Soliman Productions at [spvirtualteam@gmail.com](mailto:spvirtualteam@gmail.com).

For any meeting-related questions, please contact [events@mascc.org](mailto:events@mascc.org).