ICALEO 2020

Virtual Pre-Recording Presenter
Best Practices
General

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

DO:

• Practice your presentation, out loud and in front of a 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 needed for the presentation.

• Close any other services that may be running on your network to maximize your bandwidth.
DON’T:

• Rely heavily on notes.
• Use filler words (i.e. *uh, um, like, you know*)
• Use regional colloquialisms or outside references with which audience members outside of your region / organization are not familiar.
• Get frustrated – recording takes practice. Stopping and starting over is okay, and common.
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 and 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 SET UP
(Oral Video Presentations Only)

DO:
• Use a neutral background. 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.
• If available, use an external USB connected camera.
• If using a webcam, position it far enough away to capture your shoulders and your entire face with some room to spare.

DON’T:
• Wear busy patterns (eg: stripes, plaid, paisley, etc.).
LIGHTING
(Oral Video Presentations Only)

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.