

## **Best practices for making a quality recording:**

- Make a test recording at the actual location using the actual equipment to ensure that your recording software, video camera, etc. are functioning properly and the recording video and sound is of high quality.
- Ask someone to help you with potential technical issues on the day of recording if possible. If you will be recording a presentation in front of an audience (live or via web conferencing), also ask someone to help you moderate the questions. This will allow you to concentrate on the presentation.
- If your equipment (laptop, camera) uses a battery, remember to charge it fully.
- Choose a quiet location to the recording where you will not be interrupted. If you are recording a live presentation, please ask presentation attendees to hold off asking questions until after your presentation is over.
- Check the lighting conditions in the room. Turn on all of the lights in the room. If presenter is sitting near a window that is brighter than the light shining in, close the blinds.
- Make sure the room is as quiet as possible. Be mindful to turn off all noise (ie: music, computer fan, air conditioning unit... etc.).
- Remember to introduce yourself and go over the presentation agenda right after you start the recording. When introducing yourself, make sure to say your name, title, your IEEE section, affiliation with IEEE, and professional background.
- Don't worry if your presentation is not perfect – you can edit (cut out portions) of your recording later.
- At the end of your presentation make sure to announce that it is over. For example, "Thank you. This concludes my presentation on...".
- On-camera tips
  - o Remember to stay in front of the camera during the presentation.
  - o Think of the camera as a colleague and your presentation as a conversation. Remember, you are speaking to each attendee individually, much different than presenting to a group.
  - o Take a big yawn right before you begin recording. This will open up your throat and make it easier to speak from your diaphragm. You will sound clearer and more confident.
  - o When doing your presentation, be sure to sit up straight and lean forward slightly (an inch or two). You will appear more engaged with your audience.
  - o Use hand gestures whenever it feels comfortable to do so. Don't force it.