

General Video Recording Best Practices

1. Make sure you're presenting in a well-lit room, where the source of light is in front of you.
2. If possible, ensure everyone presenting has the same background. If not possible ensure background is clean simple. Suggestion: your background should be a plain wall or your logo.
3. Double check your equipment:
 - a. Check internet connection
 - b. Test audio and video
 - c. Ensure your laptop is plugged in
4. Stick your notes in the right place: During a Zoom presentation, you need to be careful about where you place your notes. It can look very unprofessional and awkward if your eyes keep moving away from the camera when everyone is staring at your face.
 - a. Avoid keeping a notepad next to you or pasting them on the side of your monitor. A better alternative is to stick a post-it right below or next to your webcam. So, even if you take a peek, you will still be looking somewhat directly at your audience.
5. When you share your screen, don't forget to close down your emails, communications channels, notifications, and make sure only your presentation is being shared on the screen.