

How to present to camera

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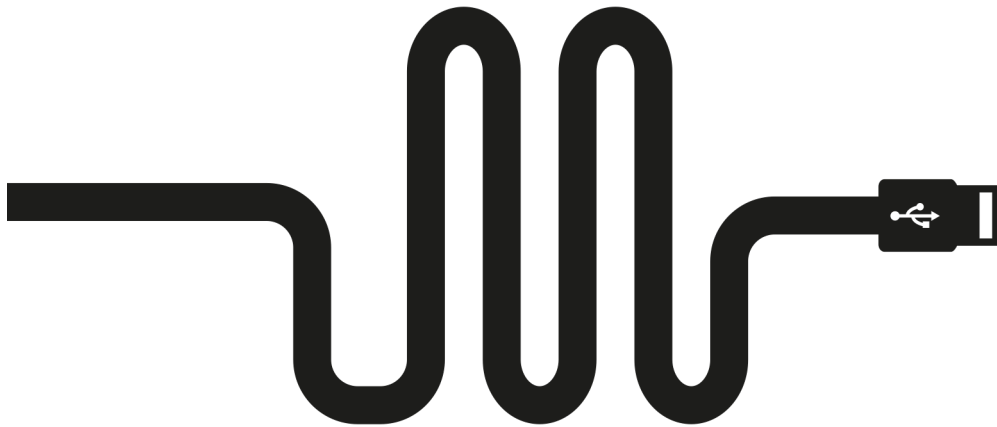


Content

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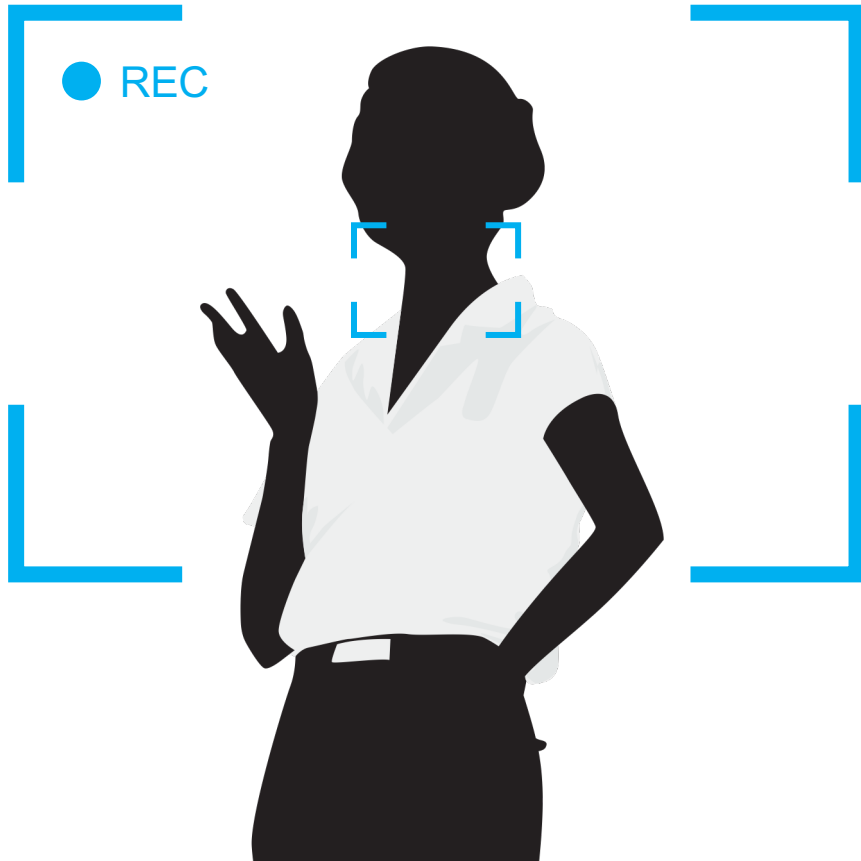


Internet connection



- Use an **ethernet cable** to connect your computer to your router for a hard-wired internet connection. **Avoid using Wi-Fi** which is less reliable and may disconnect.
- If you are presenting from home, ask your household to **avoid websites or applications that reduce bandwidth** such as video streaming services (Netflix, YouTube, etc).

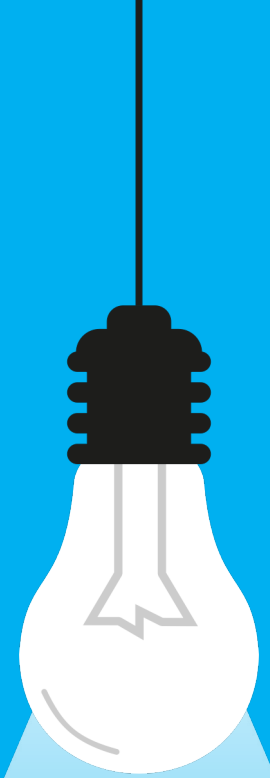
Positioning



- Position yourself against a **neat, neutral backdrop** (eg: wall or bookshelf)
- Ensure the camera **captures your head and torso**. Avoid sitting too close to the screen.
- Try to **remain in a relatively consistent position**. Avoid leaning to the side or moving around in your seat (especially if your chair swivels easily).

Lighting

- Ensure that you are **well lit from the front**.
- If there are windows to the side or rear, use a blind or curtain to block off the light to **prevent casting a shadow on your face**.
- If the session is taking place at the start or end of the day, **prevent changes in lighting levels by blocking out natural light** sources and turning lighting on in the room.



Sound



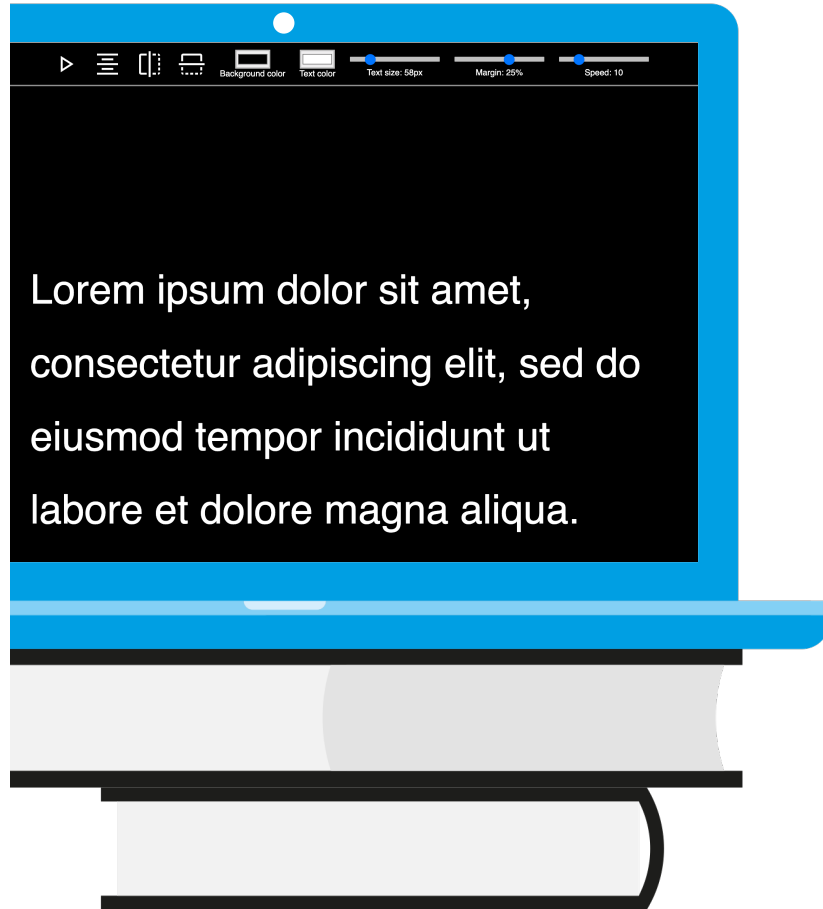
DO

- **Use headphones with a built-in microphone** to limit background noise or echoes.
- **Place a tablecloth on your desk** to help to absorb sounds such as mouse clicks, typing, knocks or echoes.
- **Keep long hair tied up or tucked behind your shoulders** to avoid interference with the microphone.
- **Put your phone on silent** and close apps that may make sound such as email or calendar.

DON'T

- Use the laptop's built-in speaker and microphone which is sensitive to background noise or echoes.
- Touch the desk or shuffle notes.
- Wear a watch or jewellery that may knock the desk while gesturing.

Speaking to camera



- **Use books (or similar objects) to lift your camera** to eye level so that you are looking straight ahead.
- **Look directly at the lens** as much as possible.
- **Avoid looking at yourself or other speakers** on screen as this can give the appearance of looking down.
- If you have a script or notes, **put an electronic copy on the screen in front of you** to avoid looking down at your desk. Remember to look up into the camera and avoid reading as much as possible. **In order to maintain eye contact with the audience, consider using free autocue tools such as** <https://cueprompter.com/>
- Bright colours work best on camera (for example a bright jacket). Avoid geometric patterns, e.g. stripes.

Pre-recording

In addition to the previous slides;

- We recommend **filming from a laptop or a video camera**, especially for an event. A phone or tablet can be used for social media video clips.
- If filming on your phone or tablet, rest it on a pile of books or invest in a holder – **don't hold it yourself as the footage will be shaky. Ensure that your camera is landscape (horizontal), not portrait.**
- **Record a practice run and watch it back.** You might pick up on habits that you were not aware of, or issues with your sound, lighting, camera, etc., which you can fix before doing a full run through.
- Once the recording has started and **before you start speaking, hold your position and count to three** in your head. Likewise, when you have **finished speaking, hold your position and count to three** before stopping the recording.



You got this!

