

# Tips for Recording a GREAT PRESENTATION

## THE SETUP



### AUDIO

Sound is the foundation for a presentation. If your listeners can't hear you or are distracted by background noise, they will tune out. Get a decent microphone or use earbuds as your mic. Both will work better than the built-in mic on your computer.



### LIGHTING

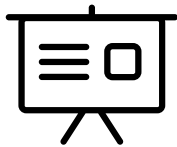
Use windows and lamps to give consistent lighting for your recording. Make sure they are pointed at you and not above you to keep shadows off your face. Don't have lights or windows behind you.



### VIDEO

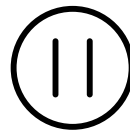
You don't need to fill the screen with your face, but make sure you are not peeking out of the corner of the screen. And we don't want to see up your nose either.

## THE SLIDES



### SLIDE

Use as few words as possible, and as BIG as possible. Assume people are watching this on their phones, so make sure they can read the text you put on the screen.



### PAUSES

Ask questions and then pause..... and give people time to respond to themselves. You can ask them to write a reflective statement, just give them the time to do it.



### ANNOTATION

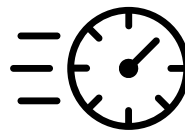
Annotating your slides can help people focus on the most important points at just the right time. It draws attention to a certain point, and helps give movement to static slides.

## THE SHOW



### PRACTICE

You are never so proficient you don't need to practice. Run through your whole presentation a few times (over multiple days if you can) before hitting record. Polish comes with practice.



### KEEP IT SHORT

Say what you need to say with parsimony. Keep it short, and people are more likely to watch to the end. Put your most important points in the first half, just in case they don't.



### BE (EXTRA) YOU

The camera drains the energy out of you. What would be lively in person can seem flat on video. Be you, just be the most excitable and passionate version of you that you can muster up.

## ACCESSIBILITY NOTES

- Use text that is high-contrast and in a large, legible font.
- Include a unique title for each slide.
- Leave blank space at the lower part of the slides so captioning doesn't cover any text.
- Provide participants with access to slides, documents, and materials in advance of your presentation.
- Use gender-inclusive language to acknowledge and respect the gender identities of all attendees: "Hi Everyone!" "Thanks, folks!"
- During your presentation, describe all images used in the slide presentation and read the relevant text from the screen.

