

## **Recording Tips**

### **Lighting**

Please make sure that lighting is consistent where possible and that the light is behind the camera illuminating your face.

### **Positioning**

Position the camera at hairline height so that you are looking directly into it (not looking up or down). Head and shoulders within the frame is the ideal, with your eyes in the top third of the frame.

### **Background**

Try to be in a decluttered surrounding as to not distract from you.  
Avoid a background of large mirrors at a similar height that reveal your reflection.  
Carpeted rooms are helpful as they are less echoey.

### **Clothing**

Please do not wear the same color as the background.  
Where possible avoid very small/tight patterns and stripes.

### **Audio**

Where possible use a suitable microphone.  
If you do not have a specific external microphone, using headphones with the built-in microphone is best as this gets the recording closer to your mouth than say the microphone on board of the computer.  
Please be aware of external noise (eg. A siren sounding in the background). Stop and restart if a noise is loud enough to be picked up by the microphone. Speak clearly and slow permitting the audience to read the slide and absorb your description.

### **Make an Impression**

Please smile, be expressive and don't be afraid of small gestures.

### **Filming on a phone**

If filming/recording on a smart phone rather than computer & webcam, please ensure you device is oriented in a landscape position.

### **Technical specifications**

- Video files (MP4, MOV, 1080p, 25fps, 10Mbps min). **Zoom** records with the right specifications.
- Should you make a mistake please start from the beginning.

**Delivery**

Please upload your recording and ppt slides only on the [registration form for virtual participation](#):

- Video file (s)
- Please provide a copy of your slides (PowerPoint preferred or PDF (please provide PDF only if there are no animations/builds))

**Assistance**

If you require help with your video recording, please contact GCEA Secretariat at [secretariat@globalcea.org](mailto:secretariat@globalcea.org)