Video & Audio Recording Recommendations

Ensure a high-quality presentation recording that positively reflects on your speakers and your brand, and has the audience focused on the content.

✔ **Quiet Location**
No background noise such as machinery, traffic, children, animals, music etc.

✔ **Hard-wired ethernet cable**
If this is not an option, you need a strong WIFI signal. Shut down any other technology that might be pulling away internet bandwidth. Check WIFI strength at Speedtest.com, you will need a minimum of 15-25 MB per second to record.

✔ **Audio Quality**
Place microphone in front of your speaker but out of sight of camera frame. Input volume should not be in the red zone that will cause clipping. USB desktop microphone avoids hearing ambient noise. Please do not use headset or Bluetooth microphones, which can create a lag and a poor experience from a viewer perspective.

✔ **Lighting**
Soft lighting in front of the speaker, such as a light ring or lamp that does not wash them out. Avoid bright lighting in front or side that would wash out the speaker or from behind that casts the speaker's face in to a shadow.

✔ **Composed Background**
Review what is seen on camera behind your speaker to ensure it is neat and does not distract from the presentation or your brand. The background should be less interesting than your speaker. Please do not use green screen, artificial backgrounds, they do not translate well in recordings.

✔ **Camera Level & Framing**
Your speaker's face/head/shoulders should be visible in the frame, with camera eye level. Eye level should appear approximately 1/3 from top of the frame. Speaker should remain centered or still to avoid distracting the viewer. Speaker

framing can be shifted to the left or right if you are accommodating graphics or text and slide overlays, otherwise, center the speaker in the frame.

✔ **Preliminary Tech Check**
Complete a tech check with the software you are using to record or live stream prior to the recording or live event. The tech check should be done from the same location and with the same set-up you use for the recording or live event.

✔ **Remember the presentation is pre-recorded and Simulive**
Avoid time stamping with dates, times, references such as webinar, or live questions.

✔ **Review your recording**
After recording your presentation, take the time to review it. Be sure the audio is clear and easy to understand, there are no extra pauses or background noise, and the audio and visuals line up properly.

For more details, watch our Sr. Video Production Manager's video:

[Creating & Delivering a Successful Presentation](#)