



ON-CAMERA INSTRUCTIONS

1. PRESENTER

Wear your usual or business casual clothes, appropriate for the occasion. Avoid bold patterns or the color green, in the event green screen graphics are utilized. A small bit of matte face powder helps to eliminate glare that could be picked up by lights and camera. Take time to prep your materials, speak clearly and bring your best energy for the session!

2. LIGHTING

Sit somewhere in your space where your face has plenty of light. Natural light is best, though you can also use a small light, ring light if you have it. Avoid bright lights directly behind you, like a window or lamp that will pull the lens away from your face.

3. SOUND

Test your microphone in advance, use a headset or earbuds for maximum focus and voice capture. Reduce any background noise or humming.

4. CAMERA

When using a computer, tablet, or mobile device, position the camera horizontally and at eye-level. Use books, boxes or stands to lift if needed. When framing the shot of yourself, use the Rule of Thirds to achieve the most balanced and visually appealing image. Position your shoulders and face in the middle third of your screen, horizontally and vertically.

5. INTERNET

We recommend connecting to the internet using an ethernet cable to your router. This hard-wired connection is likely to be more stable. If you must use a WiFi connection, be as close to the router as possible and disconnect other devices to ensure maximum upload bandwidth availability.