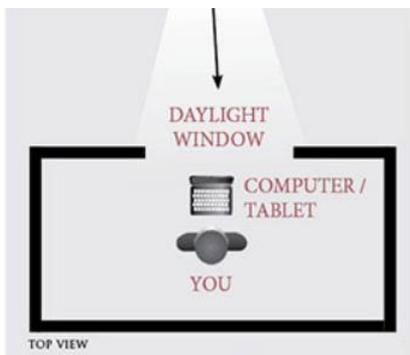


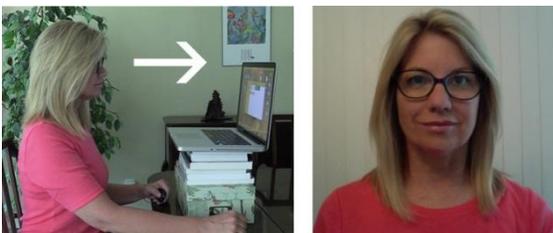
TIPS AND TRICKS FOR RECORDING A VIDEO

Preparation

- **Dress professionally:** Avoid wearing pin stripes, checks, herringbone patterns or small intricate designs as they may appear to vibrate on the screen. Solid colors work best.
- Avoid wearing anything too close to green (blue/green/yellow), opt for plain clothes, white, grey or dark
- Sit in a **quiet room, mute your phone and computer**
- **Close all other software** (except what's needed for the recording)
- **Laptops are easier** and offer greater flexibility so you can achieve the optimal height and light
- Make your **background simple and neat**. Virtual backgrounds are not recommended. Ideally, have as much depth as possible behind you. But look closely. Remove anything that in any way could be distracting to your audience.
- **Lighting is key.** Identify where most of the light is coming from (including a window) and put your computer or recording device in front of it – as close as you can – so you get as much light on your face as possible.



Otherwise, consider **taking two lamps** (remove the shades) and position them in front of you at 2 o'clock and 10 o'clock so that the sides of your face are evenly lit.



Put your **lens at eye level or slightly higher**. You never want to be looking down at your audience. Use a stack of books to prop up your computer or recording device. (Please check: if you see any part of the ceiling behind you, your camera is still too low and needs to be raised further.) If you cannot raise your computer high enough, consider using a much shorter chair. No one will know that you are lower than your desk, but they will appreciate that you are speaking at eye level.



11TH WORLD ENVIRONMENTAL EDUCATION CONGRESS

BUILDING BRIDGES IN TIMES OF CLIMATE URGENCY

14-18 MARCH 2022
PRAGUE
CZECH REPUBLIC

Technical preparation

Internet connection: If possible, use a wired internet connection – avoid WIFI - If you wish to test your Internet speed: <http://speedtest.net/> Upload speed below 0.5Mbps will not be sufficient.

Webcam: Please AVOID a wide-angle lens which can give your room too much attention at your own expense

An external microphone: If you have one, you can then plug it directly into your computer or recording device.

Ready to record?

Feel free to use your hands. Your energy can help make your testimonial 'come alive'.

Maintain eye contact with the camera lens throughout your presentation. Consider putting a small piece of colorful tape beside or just under the lens; anything that will draw your attention to the lens and keep it there.

Imagine you are talking to a dear friend. Think of him/her throughout your presentation. This can have a surprisingly profound impact. It can make you visibly more relaxed and engaging.

Do **several recordings until you have one you like.** Is your energy level high enough throughout? Is the pace quick enough? Do you look like you are talking to a good friend? Your passion for the subject matter will be contagious.

Pre-recording Software

Please find some suggestions and guidelines below. Firstly, we are mentioning 2 easy options (software) for pre-recording your presentation, MS PowerPoint 365 or Zoom and some other options:

- **PowerPoint 365**

It is easy to use. You may incorporate not only your webcam but also a video or animation. More information can be found [HERE](#). Convert the voice-over PowerPoint to .wmv, Full HD. More information can be found [HERE](#)

- **Zoom**

Open Zoom or install the Zoom.us application on your computer from <http://zoom.us/download>. Once the application has installed, click 'Sign In' (for existing account users) or 'Sign up' to create a free account. See details on how to manage it by clicking the links below.

[Local Recording – Zoom Help Center](#) . See also the tutorial on how to pre-record your presentation via [Zoom](#)

- **Other tools**

As an alternative there are several video conferencing tools available to easily record a presentation. In this method, you can also show your face through the webcam if you would like and display your slides as you talk. You can use any meeting software as long as you get a good quality recording, and your final file is in the MP4 format. Here are some links to instructions on recording a meeting on common platforms:

- WebEx: [Video Conferencing – Record a Cisco Webex Meeting](#)
- Skype: [Skype for Business: Recording a Meeting](#)
- Google Meet: [Record a video meeting – Meet Help](#)
- GoToMeeting: [How to Record a GoToMeeting Session](#) and [How to Convert and Open the GoToMeeting Recordings](#)
- Microsoft Teams: [Record a meeting in Teams – Office Support](#)
- [Prezi](#)
- [Screencast](#)