

RAFT

Video Presentation Guidelines

Please read and follow the guidelines to create a pleasant viewing experience for your audience.

Camera Placement

Setting your webcam up properly is key to achieving the best possible presentation. Be sure to follow the steps in this guide to ensure the following:

- 1 Your camera is positioned correctly relative to your face.**
- 2 Nothing that draws attention can be seen or heard besides you**

See next slides for more detail.



Camera Placement

1 Your camera is positioned correctly relative to your face.

The camera lens should be sitting at or just above eye level (no higher than your hairline), and there shouldn't be too much - or too little - empty space above your head. Put too much and you'll look small and insignificant. Put too little (or none) and it will look like your head is stuck to the top of the screen.



Too far



Just right



Too close

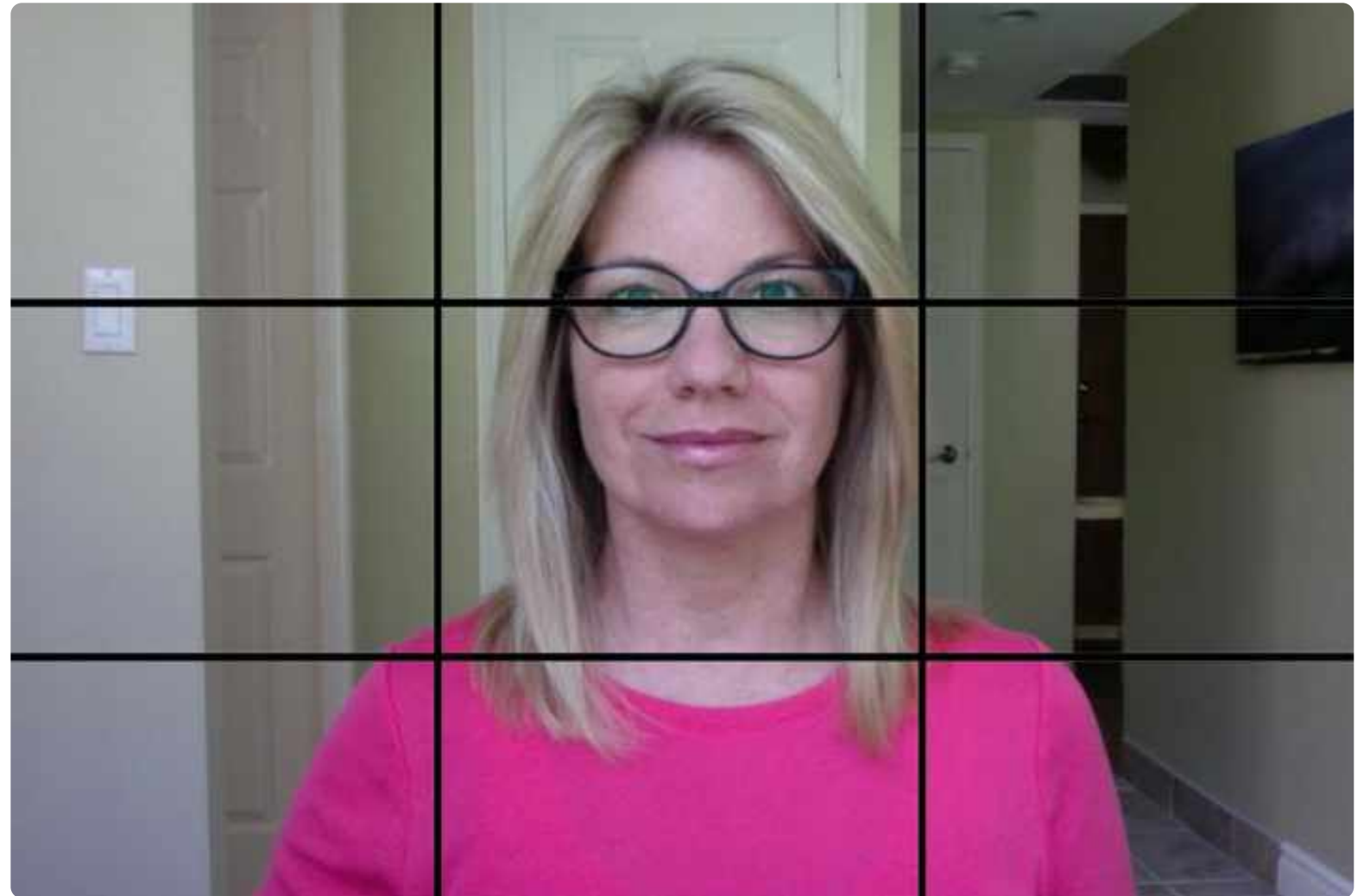
Camera Placement

2 **Nothing that draws attention can be seen or heard besides you**

The space behind you should be as neutral and non-descript as possible. Try to maintain some distance between you and the background, for a comfortable sense of depth. If you have pets you might want to secure them in another room. If you are wearing a superman necktie or a brightly patterned sweater, you might want to reconsider.

Helpful tip!

If you are using a smart phone or tablet please place the device in landscape mode.



Lighting

Camera-perfect lighting might not be possible in your space, but you can usually come close with a few adjustments.

- 1 Avoid being “back lit”**
- 2 Remove, shade or dim any source of light that is in direct view of the lens.**

See next slides for more detail.



Lighting

2 Remove, shade or dim any source of light that is in direct view of the lens.

If any of your lights are on dimmers, make use of them. If you can see a lightbulb in the room somewhere on your screen, including anything with a shade, move it off screen. If this isn't possible, try adjusting the angle of the camera (and you facing it) so that the source is effectively "cropped" out.

Helpful tip!

If your face still appears darker than the background, try adding a light source facing you. Ring lights and indirect table-top lights are ideal, but if you don't have access to any of them try setting up facing a window. Soft natural light can help separate you from the background and increase the overall quality of the video.

Audio

- 1 We suggest using a stand-alone USB microphone**
- 2 Make sure that Zoom is recording from the right microphone.**

See next slides for more detail.



Audio

1 We suggest using a stand-alone USB microphone

High quality audio may just be the most important element in this setup. Avoid using the internal mic inside the webcam or the computer -- these are prone to common audio problems, including echoing, garbled speech, and amplified background noise.

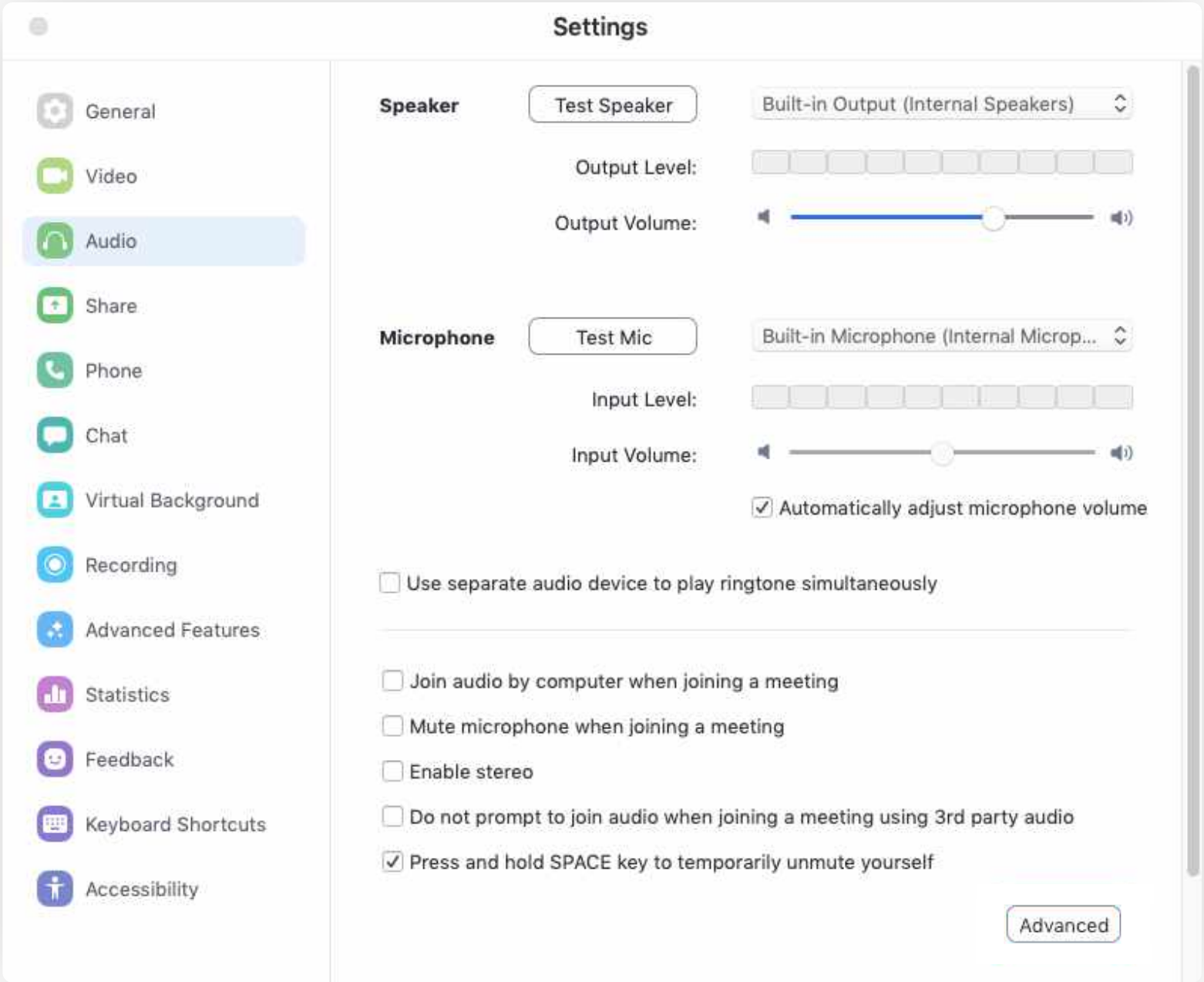
If you don't have a stand-alone microphone, we suggest using AirPods or earpods.



Audio

2 Make sure that Zoom is recording from the right microphone.

Your settings may be defaulted to use the microphone built into your camera or computer device. If you have trouble making the switch our tech team will help you fix it.



Lighting



1

Avoid being “back lit”

If the brightest light source in the room is behind you, your face will appear dark on the screen. If there is a window on the wall behind you and the sun is out, either close the curtains or position yourself so that your face is facing the window rather than the lens of the camera.



Recording Setup

We recommend using Zoom to record your presentation. Following the steps in this guideline, you'll be able to record yourself and your screen at the same time. Drastic will take care of the recording, so all you need to do is to join a zoom session and present.

To begin the process, you will receive an email that includes a Zoom link, a meeting ID, and a password. Simply click on the link and the session will open in a new window.

If this is your first time using Zoom, you might be asked to install the desktop client software, if you already have it installed it will open automatically.

Once the install is finished, enter the meeting ID, password, and anything else you're asked to enter.

See next slides for more detail.



zoom

www.zoom.us

Presentation

Once in Zoom, follow the instructions on screen to check your audio and video inputs. Your microphone and camera should now be active. To make sure they are, check the icons on the left side of the screen, there should be NO red lines on them. If there is, click on the mic or camera icon to reconnect.

Recording starts automatically as soon as you connect, no action is required from your end.

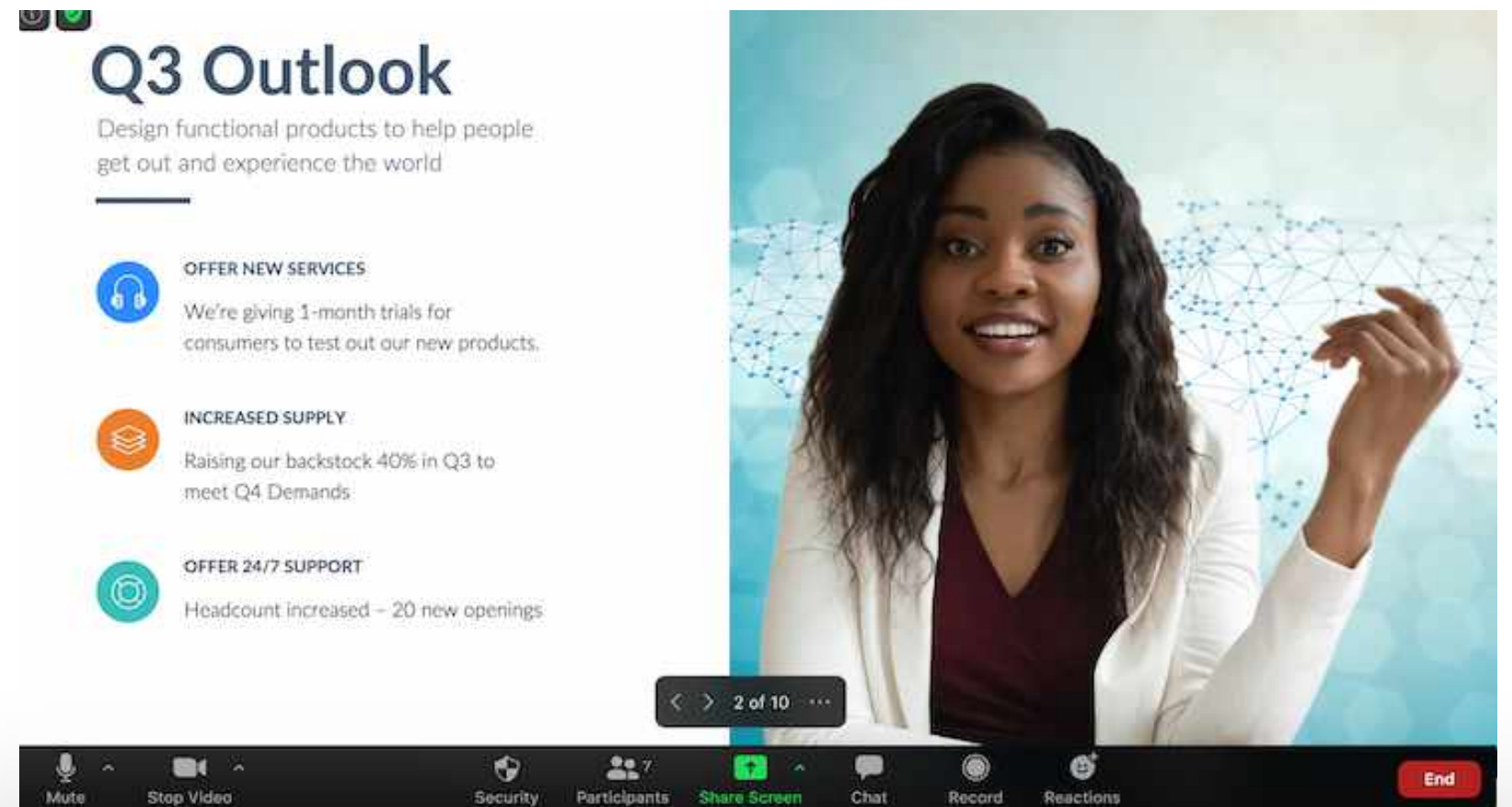
Once you're ready, click on Share Screen and select the appropriate window for your presentation, then begin presenting.

Once you are done, click on Stop Share and simply leave the Zoom session.

Keep in mind that in the final video, the audience will see both you and your screen.

If you already have a different video recording setup that you prefer to use, please make sure we receive two separate files for your presentation:

- 1) a video of you presenting
- 2) recording of your screen or your presentation file



Helpful tip!

Please try to do your presentation in one take without interruptions or breaks. If you need another try, leave the session and use the same link to start again. Just don't forget to let us know which attempt was your best take.