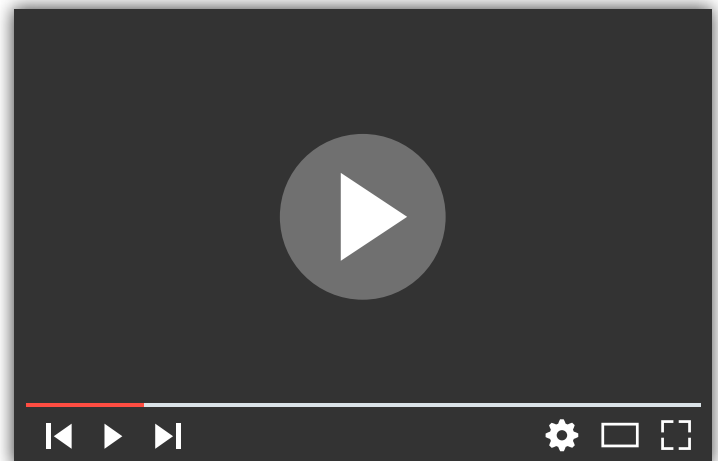


TECH DOCUMENT

INTRODUCTION

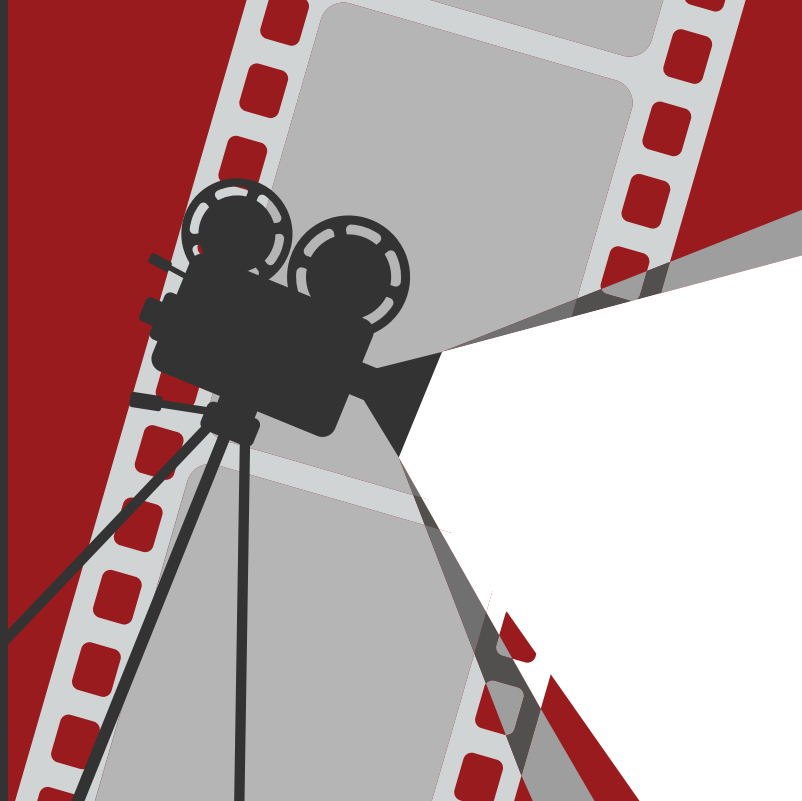
Thanks for being a speaker with us! We've put together this helpful guide for ensuring the best possible audio and video quality, as these details make a big difference to the final outcome. For this, we so appreciate you taking the time to read this and incorporating the advice, and we look forward to recording with you!

You can also watch this video for recording tips:



COMPUTER SETTINGS

- Usually a built-in webcam works well enough.
- Record in a place where you can get the strongest internet connection.
- If possible, connect directly to your router through an ethernet cable. This will give you the best possible quality and will protect against connection problems.
- Keep as few things running on your device as possible (close any applications).
- On your computer's settings, disable all pop-up notifications that could cause a distraction during your talk.



VIDEO RECORDING

- Set up your webcam at eye-height. Facing the camera face-on creates the best connection with your audience. Look at the camera while you're talking and not the screen.
- Ensure that all speakers are of similar distance away from the camera. Make sure your face is centered and some of your shoulders are showing.
- Avoid using language that references time.
- Be mindful of the background. Try to sit in front of a nice looking background without clutter, distractions, or embarrassing items. Avoid sitting in front of logos/branding.



LIGHTING

- Make sure there is plenty of light in the room. Do not put the light behind, above, or below you to avoid shadows in the face,
- Avoid being in front of windows.



AUDIO

- Please use a microphone or a headset rather than relying on the computer to capture the sound. The quality will be significantly improved! (Note: good quality audio is the most important factor of all.)
- Clip your mic properly (you can use a paperclip) to avoid pressing up against clothing and making distracting noises.
- If headset is unavailable, iPhone earpieces (with mic) also work.
- Speak clearly, and turn off anything that makes loud noises in the room.
- Sneezes happen! if you're about to make some potentially disruptive noises please mute yourself.

