



Recording your Seminar

In preparation for the recording of your Seminar, we would like to share with you some important information and technical best practices.

Specifications

- **Timing:** Please keep all recordings under 15 minutes.
- **ECF Background:** All presentations need to include the [ECF PPT template](#).
- **Preferred Format:** We prefer that you record using Zoom. If you have an alternative method of recording, please first reach out to ECF Management to confirm.

Important Technical Requirements

In order to ensure your recording session runs without any technical issues, we ask that you carefully read below instructions and follow our recommendations in regard to your technical equipment. Please do not hesitate to reach out if you have any questions.

1. **Zoom Desktop App** – We suggest you use Zoom to record your Learning Lounge Session – please download the desktop Zoom App (<https://zoom.us/download>, click “Download under “Zoom Client for Meetings”). If you have it already downloaded, please ensure that you have the most up to date version.
2. **Background Image** - Apply this background image in your zoom account:
https://www.educationcareerfaairs.com/wp-content/uploads/2020/10/ECF2020_zoom_bg.png
4. **Camera setup** – Ensure your camera is centered and that we can see you from the chest up to a few inches over your head. Start a meeting with yourself by clicking on “New Meeting” in Zoom to optimize your camera setup.
5. **Headset** – We highly recommend the use of headphones with a boom microphone like the one below (USB preferred over Bluetooth). Please do **NOT** use earphones/earbuds/in-ear headphones or a headset without a microphone.



6. **Lighting** – Lighting should come from front of you rather than behind you. Avoid backgrounds with harsh light such as windows. If you do sit in front of a window, please close the curtains/blinds.
7. **Clothes** – Avoid wearing colors such as green or yellow as this will blend into the virtual background



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8. **Presentation** – If you want to include videos in your presentation, we recommend that you embed them in your slides instead of including a link to an external application. Instructions on how to embed videos can be found here: <https://bit.ly/2WDJ1w>
9. **Interactivity** – We encourage you to make your presentation as engaging as possible by using tools such as polls, videos, etc. Please advise at least two days prior to your pre-recording if you are planning to use any engagement tools.

Best Practices

Here are a few tips and best practices that you may find helpful if this is your first time doing a virtual presentation.

- **Record in a quiet space:** Barking dogs and slamming doors are not just annoying in person, they are also annoying via Zoom! Find a quiet space to meet and shut the door. Place a “Do Not Disturb” sign on your door so people know not to bother you.
- **Look at the Camera** to mimic the in-person feeling of eye contact. Alternating between looking at the screen to gauge attendee’s reactions and looking at the camera. If your webcam is built into your computer/laptop be sure to have your slides on the same screen as your webcam to avoid looking away from the camera.
- **Use gestures** that you would typically use in person.
- **Use engagement tools** (annotate shared content, poll, breakout rooms, google doc).
- **If feasible, stand up** – helps keep things dynamic and energetic (use slide advancer instead of clicking next on keyboard for natural experience).
- **Don’t get too close** – position yourself so the camera is seeing you from the chest or waist up instead of just seeing your face.
- **Tip** – record yourself and watch your own recording.