**BEST PRACTICE VIDEO/LIVE DEMOS AT HOME**

**EQUIPMENT NEEDED (ALL AVAILABLE AT THE VML HUB)**

* Tripod or Desk Clamp
* Tripod or Desk Tablet/Phone Mount
* Camera/Tablet/Webcam
* USB/HDMI/Cables
* Microphone and/or Speakers

**CHOOSING YOUR IDEAL SHOOTING LOCATION**

* Find a location that is well-lit with natural sunlight or plenty of indoor lighting
* Choose a quiet location with little background noise
* Turn off air conditioners or heaters to avoid fan noise
* Choose a non-distracting background, and wear clothing that is also not distracting.

**SETTING UP YOUR PHONE / CAMERA**

* Set your laptop, phone, or camera on a tripod or steady surface
* Shoot horizontally (use landscape mode)
* Position camera at eye level (if you can, avoid angles where the camera lens is looking up or down on you)
* Check your video camera settings to make sure you are shooting one of three formats: 1080p at 30fps, 1080p at 60fps, or 1080p at 24fps. 720p and 4k is fine too.
  + On Android phones, the settings are usually in the main camera app behind the gear settings wheel
  + On iPhones, the camera settings are in the main settings icon in the photos and camera section
* If you are unsure, no worries, your camera’s default setting should generally be ok.

**LIGHTING**

* Shoot in daylight if possible, position yourself so windows are facing you
* Expose for your face and not the background (many phone cameras will automatically adjust the video brightness when you tap your face on the touch screen)
* Avoid back light (light that is behind you) and overhead lights
* To make sure your face is evenly lit indoors, you can place two lamps at 45 degree angles from the front of your face. Set your camera in between the lamps.

**CAMERA PRESENCE**

* Look at the camera at all times
* Keep your hand movements to a minimum
* Mute yourself when not speaking to eliminate contributing unnecessary noise
* Speak more slowly than you would in person
* Look directly into the camera lens when speaking and not at the video of yourself or classmates/colleagues

**A FEW OTHER HELPFUL HINTS**

* If you can, ask a friend/family member to assist you while you record
* Do a short recording test to make sure you can see and hear yourself clearly
* Have water handy for clearing your throat

VML Hub Staff - November 3, 2020