

# Presentation Recording Guidelines



We are looking forward to your participation in the AVCA 2021 Virtual Convention! Below are a few tips to help you prepare for recording your presentation.

## Environment

- Find a quiet space - silence cell phones/computers, close windows, etc.
- Face windows, if possible
- Avoid having windows directly behind you or only on one side
- Add supplemental light, if needed
- Avoid using swivel chairs
- Eliminate clutter in background

## Appearance

- Avoid clothing that is all-white clothing or has busy patterns( i.e.. plaids & stripes)
- Choose clothing colors that contrast your background colors
- Keep hair out of your face

## Presentation

- Look into the camera to engage your audience
- Keep a printout or accessible version of your PowerPoint available
- When presenting with others, decide speaker order in advance & merge visuals into one slide deck

## On-Court Presentations

Recording on-court presentations can create challenges and may be harder to control environmental settings. However, consider and apply the above tips whenever possible.

Two of the biggest challenges will be the video camera and microphone.

### Camera

Having someone operate your camera and follow your movements may provide best outcome for you. However, be careful if the camera is handheld as the image can end up being very shaky.

The use of a tripod is recommended.

Otherwise, a camera mounted camera and set to a wide field of view is recommended.

### Technology

Use the tips below to create a presentation that is as high quality as possible:

- Using a hardwired internet connection is preferred
- Restart your computer & open as few applications as possible before your session
- If you're at home, ask others to reduce their internet use to increase your bandwidth, if necessary
- Turn off your VPN (Virtual Private Network), if applicable
- USB microphones may provide better sound quality than earbuds or built-in computer mics
- Elevate your camera to eye level
- Suggested Recording/Editing Platforms include: Zoom, GoToMeeting, [FilmoraScr](#)n, iMovie (Mac), [Open Shot](#) (free) & [VideoPad](#) (free)
  - *The AVCA has Zoom and GoToMeeting accounts that can be scheduled for use by contacting [becca.just@avca.org](mailto:becca.just@avca.org)*

### Microphone

Our recommendation for on-court microphones is the use of a USB wireless headset mic. USB mics work well with most recording software and web conferencing apps, such as Zoom, GoToMeeting, etc.

Note: Web conferencing apps are designed to use only one microphone per computer/device at a time. Please keep this in mind if you want to have multiple presenters take part in your presentation.

Sometimes, you might not notice something during the recording process but see it when playing back the recorded presentation. Therefore, before recording your actual presentation, we recommend recording a sample and play it back to check for any issues.

We are happy to try and answer any related questions you may have. Please submit them to: [becca.just@avca.org](mailto:becca.just@avca.org)