**Tips for Recording**

Here is a bit of advice before you start:

- **Equipment**
  - Use **Google Chrome**.
  - **Microphone** - if you have an external mic, great! If not, many headphones have an in-built one. Do not touch the microphone while speaking and avoid having noisy accessories (bracelets, dangling earrings). If you use the internal mic from your laptop, make sure you speak **loud enough**!
  - **Camera** - use your webcam, but you can also simultaneously record with your **DSLR/phone** and attach the recorded file! Use the "Add File" button after recording your talk.
  - Don’t move your laptop or shake your table during the talk!

- **Composition**
  - Sit straight, be **in the middle** of the screen, make sure you don’t have too much space above your head (nor is the top of your head cut!).
  - Best shot is **chest + head**. Head-only looks strange.

- **Space**
  - Record in a **bright and quiet space** (no open space nor coffee shop).
  - Switch on all lights and record **during the day** when the sun is up and shining. Room lighting is usually not enough for a webcam, picture won’t be sharp and smooth at night.
  - Have a **clean background**.

- **Presentation**
  - Always put slides on **fullscreen**.
  - Hide your mouse cursor and the “sharing screen” bar that shows at the bottom. The viewers will see the same screen as you see during your talk.
  - Don’t forget to introduce yourself and smile! Make a good impression on the viewers.