

SPEAKER



TIPS & TRICKS

FOR RECORDING YOUR SESSION

- Believe in your place and purpose – the passion you have in your topic will be evident!
- Express your personality! Facial expressions and body language will help add to the impact of your content.
- Rehearse! Gain confidence by familiarizing yourself with your outline and practicing your script out loud to friends and family.
- We recommend you stand while presenting if possible, bringing your head and body close to the camera so that we can see your face clearly.
- Avoid any rear lighting or sunlight that shadows your face and try to light yourself from the front or side.
- Quality audio is key to audience engagement - Headset mics are most commonly used.
- Your background should be neutral, clean, and clear of any logos, branding, or clutter.
- Please keep attire neutral, professional, and free of branding or logos.
- Remember to look into the camera instead of yourself on the screen and maintain contact to help in connecting digitally with others.
- Speak clearly and at a natural pace.
- Be mindful of time. Most sessions are to be 45 minutes in length.
- Close out of all applications and turn off all notifications as to avoid any sounds or disruptions when recording.
- When recording your session, ensure your microphone is on and audio and visual elements are recording. We want to make sure your recording includes both your video and the content. You can record your session in any online meeting platform that you are comfortable with such as Zoom, GoToMeeting, Microsoft Teams, etc. You do not have to have a meeting setup with invitees, you can simply record yourself in the meeting. Refer to the [Speaker Readiness Guide](#) to review a full guide of instructions on this process.
- Once complete, please upload your presentation directly to the [BBLC Presenter Videos folder](#).

If you have any questions please reach out to bbbc@dynamicevents.com

