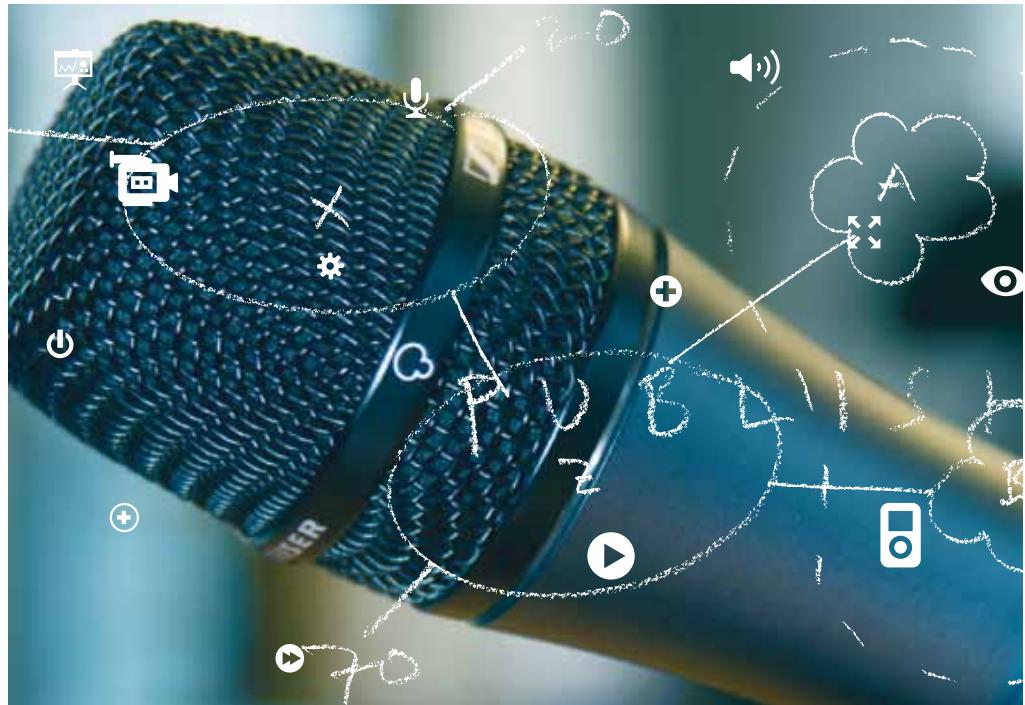


Tips for making successful recordings with SWITCHcast



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Preparations in the office ...

Presentation

Use an easy-to-read font size: at least 22 px.

Don't use videos or animations in your PowerPoints.

Organisational aspects

Establish who is responsible for handing people the microphone.

Designate the audio technician to set up and operate the audio installation.

Brief the moderator introducing the speech (see under 'Moderator').

Inform the speaker of the briefing in the lecture hall
(see under 'Briefing the speaker').

Get the speaker to sign the consent form for their speech to be recorded.

Preparations on the spot ...

Stage

A speaker's desk must be available.

Make sure that the speaker is well lit.

Have an unobtrusive and still screen background. Avoid projected images and emergency exit signs.

Don't provide a laser pointer.

Audio

Use headband microphones for a constant sound quality.

Computer settings

Select a resolution of 1024×768.

Switch off the screensaver & energy-saving mode.

Camera

Position the camera so that the speaker always faces the lens – even when looking at the screen behind. If the speaker is standing on the right, the camera must be on the left of the room, and vice versa.

Avoid recordings with backlight – pointing towards windows and projectors, etc.

Briefing the speaker

Maintain eye contact with the audience, including when explaining individual slides.

Use the mouse to highlight key points of the presentation and not a laser pointer. This keeps you looking at the audience – and into the camera. Another advantage is that your mouse movements will be recorded during the presentation.

Stand on one spot as far as possible (floor marking if required).

Don't stand in the light from the projector.

During the event ...

Moderator

Tell speakers at the start of the event that they are being recorded. They will then pay greater attention to presentation.

Ask the audience to always wait for the microphone if they wish to speak.