

## BEST PRACTICE FOR VIRTUAL PRESENTATIONS

### Setting up your camera/phone and your environment

1. Please set your phone to 1080p 25 or 1080p 50 (PAL setting). You can do this by going into “settings” on your phone
2. Film your footage in landscape mode
3. Try to keep your camera at eye level to avoid looking ‘down’ at the lens. Try not to have your camera too far above or below you. If it’s too low, then you run the risk of creating a double chin
4. Make sure the light source is behind or to the side of the cameraman/device. If the light is shining towards the camera from behind the person being filmed, they will look silhouetted (this is not good).
5. Look directly into the camera when you are filming, this will make your audience feel more engaged.
6. Think about what you’re going to wear - wear a colour that is contrasted to your background. However, avoid bright white and dark black as well as plaid and busy patterns.
7. Try to avoid filming against a white wall
8. Make sure that you are in a quiet area when presenting
9. Try to use a background that enhances your professional image and is aligned with your message. Avoid a cluttered background or anything that can be distracting.
10. You want the camera to frame your face, neck, and shoulders. People are drawn to faces, so you don’t want to lose that connection by being too far away, but you also don’t want your face to take over the whole screen
11. Standing up provides a higher energy level and forces us to put our body in a more presentation-like mode. If you have to sit, lean forward as you would if you were presenting at a real meeting



12. Try and imagine your audience when you're filming ... make it interesting, and compelling
13. We would strongly advise against using copyright music throughout your presentation

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### Formatting your session

1. Plan out your presentation as if you were presenting it in person
  - a. Be sure to use the slide format that you have been provided
2. Film an introduction – you talking to camera about what you're going to cover in your presentation. Be sure to use your usual presentation style. Approx 15 seconds.
3. Film yourself presenting your presentation
  - a. Be sure to use your usual presentation style

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### Once You're Done

Send your videos to Sarah Pritchett at [sarahp@wasteminz.org.nz](mailto:sarahp@wasteminz.org.nz) . Your presentation may be too large to send by email so please send via We Transfer – this is a free service and can be found [here](#). The deadline for delivery of these videos is 5<sup>th</sup> October 2020.