CONFERENCE RECORDING

CHECKLIST

LIGHTING
Make sure you have adequate lighting on your face. Direct, natural light facing you (not behind) is recommended. Avoid overpowering overhead lighting or lights in the background. Center yourself need to balance the decision of too much direct light (from a lamp, window, or computer screen) if you are wearing glasses to avoid a large glare.

POSITIONING
The best position is to eye-level with the camera. Don't just angle your computer upward - if possible, place a stack of books under your laptop and position within the frame to capture your forehead, left shoulder, and right shoulder. If you have multiple monitors, make sure you are primarily using and looking at the display with the camera. Be sure to look at the camera while you are presenting, not yourself.

APPEARANCE
Dress in simple, professional attire. Avoid large and distracting jewelry and accessories (even hanging earrings versus studs can be distracting). Minimize the amount of clutter in the background. If you aren't using the Quality and Safety Conference branded backgrounds, try to find a spot with the least amount of clutter in the frame (laundry baskets, stacks of paper, posters, etc).

COMFORT
Have a glass of water readily accessible. Find a comfortable chair to avoid fidgeting during the presentation.

AUDIO
Use a good set of headphones to capture the highest quality sound, NOT the microphone built into your desktop or laptop. Minimize background noise such as pets, music, etc. Turn your device notifications/ring tones to silent. Test your audio with a quick recording and adjust your microphone settings so your voice sounds clear.

MISC
If using a laptop, make sure your computer is charged (best to just leave the charging cable in). If using Zoom for recording discussions, ensure your display name is professional. We recommend first + last name, prefixes and titles are optional.

CONFERENCE RECORDING CHECKLIST

List of tips, tricks, and tasks to keep in mind when pre-recording your presentation for the 2020 ACS Quality and Safety Conference in VIRTUAL.

PRACTICE
Practice practice practice! Do a complete dry-run to feel comfortable recording. This will also help you stay within the designated time constraints (10-15 minutes for presentations, 5 minutes for abstracts, 10-15 minutes for ASA panel sessions, and 10-15 minutes for Fireside Chats).

QUESTION?
For up-to-the-minute meeting information, go to the 2020 ACS Quality and Safety Conference Home Page.
For technical support, contact acs@acs.org or (217) 398-1792.
For questions regarding the 2020 ACS Quality and Safety Conference, contact acsqsconferecne@facrs.org.