



ACS QUALITY and SAFETY CONFERENCE

July 24-27, 2020



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 VIRTUAL.



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. Caution: you may 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 be 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.



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, tv, 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.

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.

HUMANIZE IT

Here's where your practice comes in. Don't be overly academic - feel free to crack some jokes, smile, and make it feel genuine. **Don't** just read from the slides. and RELAX!



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 minute for presentations, 5 minutes for abstracts, 10-15 minutes for Q&A panel sessions, and 10-15 minutes for Fireside Chats)

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.



QUESTIONS?

For up-to-the-minute meeting information, go to the [2020 ACS Quality and Safety Conference Home Page](#)

For technical support, contact ACS@support.ctimeetingtech.com or (217) 398-1792

For questions regarding the 2020 ACS Quality and Safety Conference, contact acsqsconference@facs.org.