American Association *of* Colleges *of* Nursing

ADVANCING HIGHER EDUCATION IN NURSING

Virtual Pre-Recording Presentation Tips

- Check your **sound, microphone, camera, and lighting** prior to your recording.

- Choose a recording location where the main light source is in front of you.

  - Avoid distracting backgrounds and noises. If possible, we recommend shutting any windows and doors nearby. **Mute any technology and notifications** that may interrupt (i.e. email inbox, phone calls).

  - Angle your camera to be at eye-level and make sure your **face is squared** in the center of your speaker box.

- Please refrain from using a virtual background. If one is necessary, please ensure that you do not wear the same color as the background and you sit close enough to the camera that the background does not cut you out.

- If a mistake is made during your pre-recording, try to continue with the presentation. If it is needed to restart, please **note this to Playback Now** and restart from the beginning of the slide.

- Record your pre-recording session in the **same location and outfit** as you plan to during the live Q&A session on the day of the event.

Still Curious?

If you are interested in learning more about best practices for virtual presentations, please consult this resource:

- [Speaker Best Practices](#)