

Audio/Video Guidelines for Those Giving Public Talks via Videoconference

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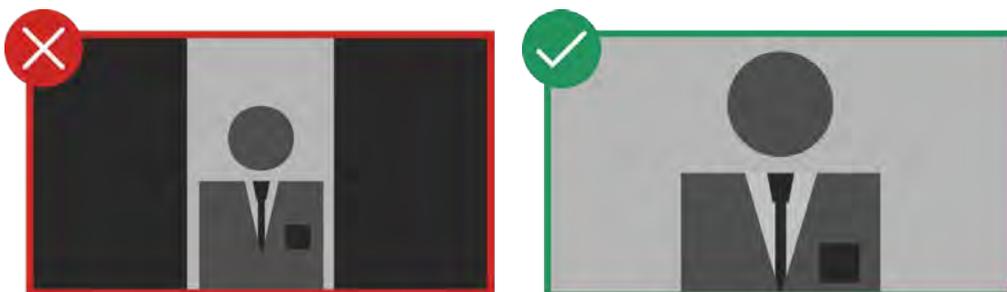
1. When you are assigned to deliver a public talk via videoconference, please give careful consideration to your audio/video setup. Poor audio quality, distracting backgrounds, and improper video framing can detract from the presentation of Bible truths and make it less effective. (1 Cor. 14:8) The following reminders should be considered before presenting public talks as well as other parts at congregation meetings.

INTERNET CONNECTION

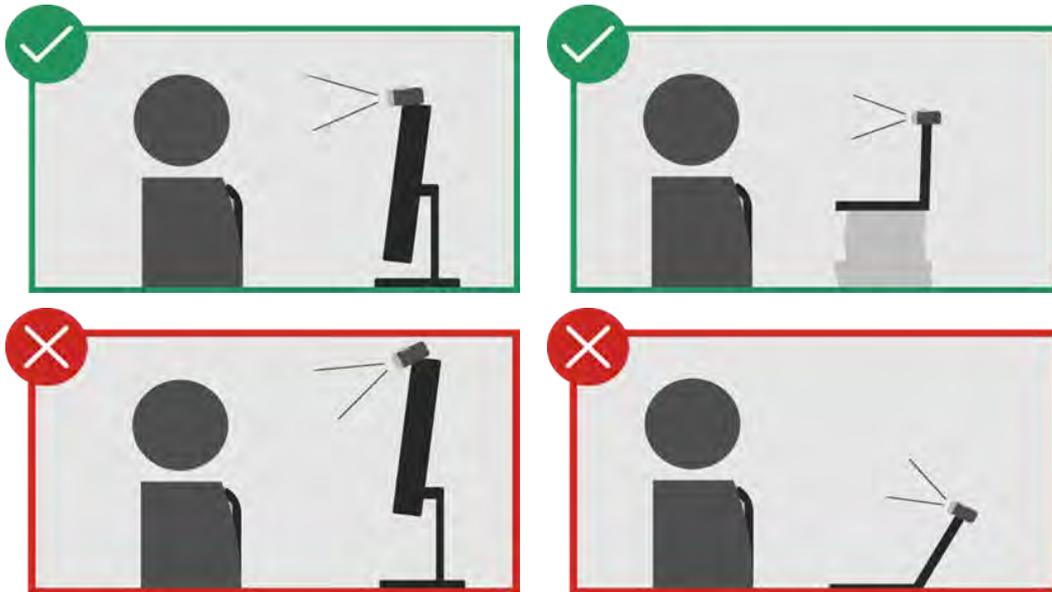
2. A wired Internet connection provides the best possible connection. If a wireless Internet connection is used, confirm that the connection is strong and reliable.

VIDEO FRAMING

3. After positioning yourself in front of the camera, make the necessary adjustments to match the framing illustrated below. Make sure that the picture is in the horizontal (landscape) position instead of the vertical (portrait) position. Endeavor to leave a small amount of headroom at the top of the frame, and crop the bottom just below the chest.



4. Position the camera at eye level so that you can look directly into the camera lens. If the camera is too low, it can be raised by putting it on a stack of books, a box, or some other object. (See the images below for proper and improper camera positions.)



5. Look directly into the camera—as if conversing with a dear friend—making frequent, natural eye contact.

6. Avoid overly dramatic gestures. Keep your gestures close to your body so that they are visible on camera. Because the audience can see you well, you can use small objects effectively as visual aids.

7. Know your material well. If you are overly dependent on your notes, this will be obvious on a video screen.

8. If at all possible, *practice giving your talk into the video camera* on your computer webcam or mobile device. Record yourself practicing your talk, and then watch the playback of the recording. This will help you to become comfortable speaking into a camera. Correct any distracting or unnatural mannerisms.

BACKGROUND

9. If possible, use a neutral wall for your background. If this is not possible, avoid backgrounds with very bright lighting or distracting objects. (See the images below for backgrounds that could be distracting.)

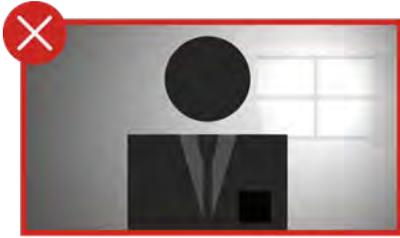


LIGHTING

10. Your goal with lighting is to provide a soft, even amount of light on your face. This can be done with natural light from a window or with artificial light from a lamp. Adjust the lighting if it causes distracting shadows.

11. **Artificial Light:** Place a table lamp on each side of your device. If your face is too bright, dim the lamps or move them farther away. You can also use lampshades to diffuse light.

12. **Natural Light:** If possible, face a window so that the light is coming from behind your camera. Since natural lighting changes as the day progresses, please ensure that there will be sufficient lighting when participating in the program. (See the images below for examples of ideal setups for lighting.)

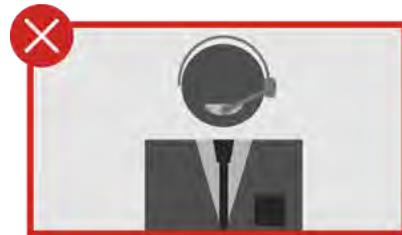
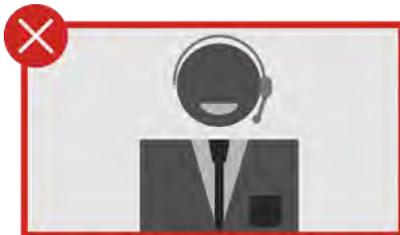


MICROPHONES

13. Proper microphone placement is essential to capturing clear and intelligible speech. Limit distracting noises by shutting windows and doors, turning off notification sounds on all devices, and taking other similar measures. Ask a qualified person for his observations on the quality of your audio connection.

14. **Desktop:** If you are using a desktop (stand-alone) microphone, place it close to your mouth.

15. **Headset:** If you are using a headset microphone, position it about 1 to 2 inches from your mouth. See the images below for proper and improper headset microphone placement. (The same principles apply to headphones and earbuds with built-in microphones.)



16. **Built-in:** If you are using the built-in microphone on your device, locate the microphone and make sure that no objects are blocking it. If the framing guidelines are followed, you should be positioned at an acceptable distance from the built-in microphone.