

NCBA + NCBF Best Practices and Tips for Zoom Recordings

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WHEN RECORDING A ZOOM MEETING OR WEBINAR, PLEASE FOLLOW THESE RECOMMENDATIONS:

- Find a location that is well-lit with natural light or plenty of indoor lighting. Position your camera so that your face is visible and in-focus. We recommend that you do not have a window behind you as this can cause your face to be shadowed. The best lighting is when you directly face a light source.
- Set your phone or camera on a steady surface to keep the video stable. Film horizontally if using a cell phone.
- If using an image background, choose one that is non-distracting, neutral or NCBA + NCBF branded.
- Double check your log in name. To change or update your name, click Participants at the top of the Zoom window, hover over your name and select Rename. We recommend your name be listed as first and last name with the first letters capitalized, e.g. John Smith.
- Keep the camera eye-level and maintain eye contact with the camera.
- Maintain consistent posture and positioning throughout the recording and avoid leaning on your desk.
- Leave a few seconds both before and after speaking before turning your camera off or closing the Zoom meeting.
- Remember to smile!

AUDIO RECOMMENDATIONS:

- Choose a quiet location with little background noise.
- Turn off cell phone notifications (vibrate is audible too, so turn that off as well).
- Limit / mute other notifications, such as email, Teams/Slack, etc.
- Use the “Check my microphone” feature to test your audio before you record.

OTHER TIPS:

- Consider dressing as you would for an in-person meeting or presentation. The choice of attire will communicate professionalism and confidence.
- Block your calendar for a short time before and after your recording session to give yourself time to wind up and wind down.
- Make sure to have a glass of water close by in case you need refreshment.