



## Pre-recording Guidelines

We are aiming to pre-record these talks as doing them live, while an option, is full of issues that can come that will take away from the experience.

These can be issues like - Stream quality (low) issues, bad lighting situation, bad audio

Virtual talks can also run a bit short on something most good speakers rely on – visual cues! (Laughter, Applause, Smiles in the crowd)

We'd love to have this for you, but it is a job for us both to ensure that your message is heard correctly, in the current climate where we cannot meet physically.

Playback of these talks (after post production, syncing audio, editing slides) will be done at

- 1) Virtual Event Series (at the appropriate slot), followed by the live Q/A session with speaker.
- 2) An upload of these edited talks, with any further edits if warranted or requested post-event, will be done to the TEDx YouTube Channel

What do you, the speaker have to do?

**Ans.** Record the talk, in **High Quality** Video and Audio,

which can be done in two ways

- In one go, start to finish or longer takes
- In parts, shorter takes

At the same time, taking care that -

- *We will have to internally co-ordinate ambient pauses, and placement of slides.*
- *Aim to make warranted changes in the talk draft, and adjust to fit time if required.*
- *It is not required to stick to the talk draft to the last word. The delivery must feel real, and we will use the draft document as a reference point.*

We appreciate that everyone has a busy schedule, so go along with what suits you, at the same time aiming to get the message out in the best way, with the best feeling and energy.

## Recording

It is not guaranteed that these will work for you, but these are great standard starting points. You can record either sitting or standing, or a combination of both.

### Settings

If you have a phone that can record in high quality, then,

- On an iPhone 8 or higher: Go to Settings > Camera > Record Video > Choose 4K
- On an iPhone 7 or lower: Go to Settings > Camera > Record Video > Choose 4K
- On an Android phone: Find the setting option on the right side of the main camera app, either through the settings button or a toggle button. Choose 4K if available, or 1080p if no

For recording audio – use

- Ear pods, headphones, or a working built-in computer microphone. If you have any professional audio equipment, even better.



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## **Dresscode**

### **What (not) to wear**

Speakers should not wear stripes, complicated patterns, or bright colors that could disrupt lights – or dangling jewelery that could interfere with microphones. Speakers should wear something comfortable that they feel good in. Nothing too formal. No ties. (Unless they're cool ties!)

Also make sure that you are not wearing the same colour as your background.

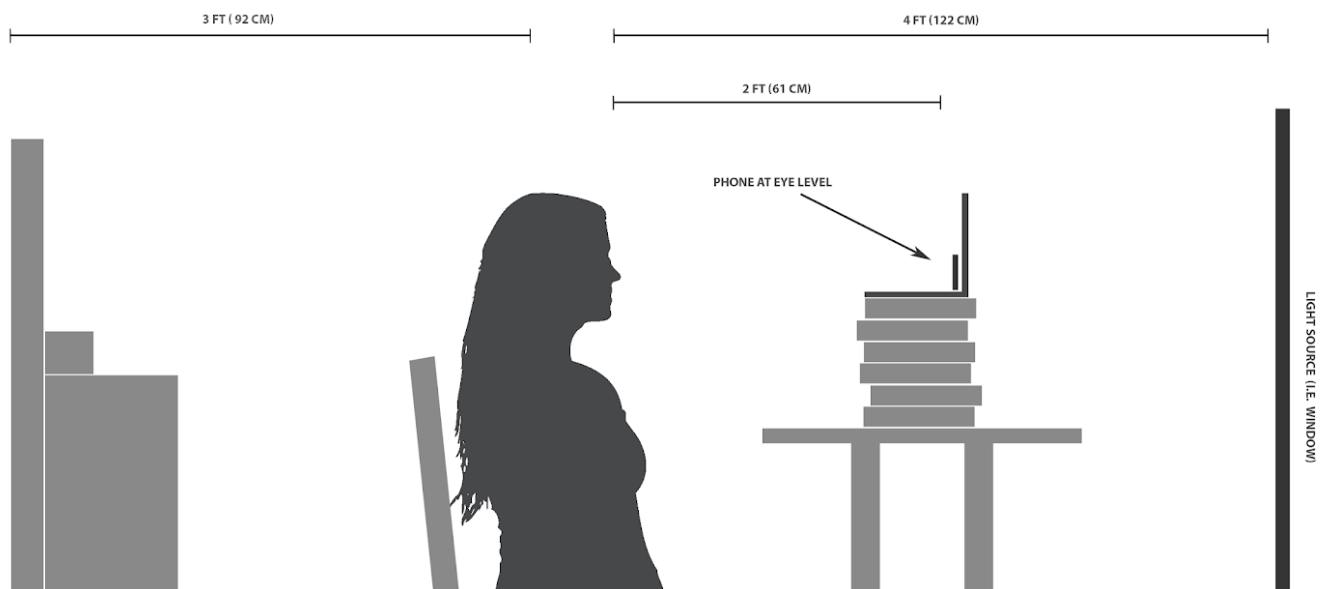
## **General guidelines**

- Find a conversational tone. Imagine you're speaking to a circle of friends at a gathering.
- Tap into honest, contagious emotions during the talk – wonder, optimism, anger, surprise, etc. This is difficult to do while pre-recording, so have someone around, or imagine! We can also assist you in this to provide feedback.
- If sitting, give the talk, in a comfortable yet upright chair. However, you can choose to stand if it is more comfortable and natural.
- Avoid filming against just a wall, especially if it's just a white wall. If you have interesting items in their home you'd like to show in the background, you can place them there as
- Have a light source coming from in front to ensure your face is lit. Natural light (from a window, for example) will usually look nice. Avoid having a light source from behind. Be mindful about natural light providing too much backlight. It will make you darker and a bit difficult to see.
- Place your phone/any distractions on Airplane mode during recording time, to avoid distractions.
- Record a brief sample in any case before starting, and send it to us. We have time to check and troubleshoot.

## Sitting

### Setup instructions

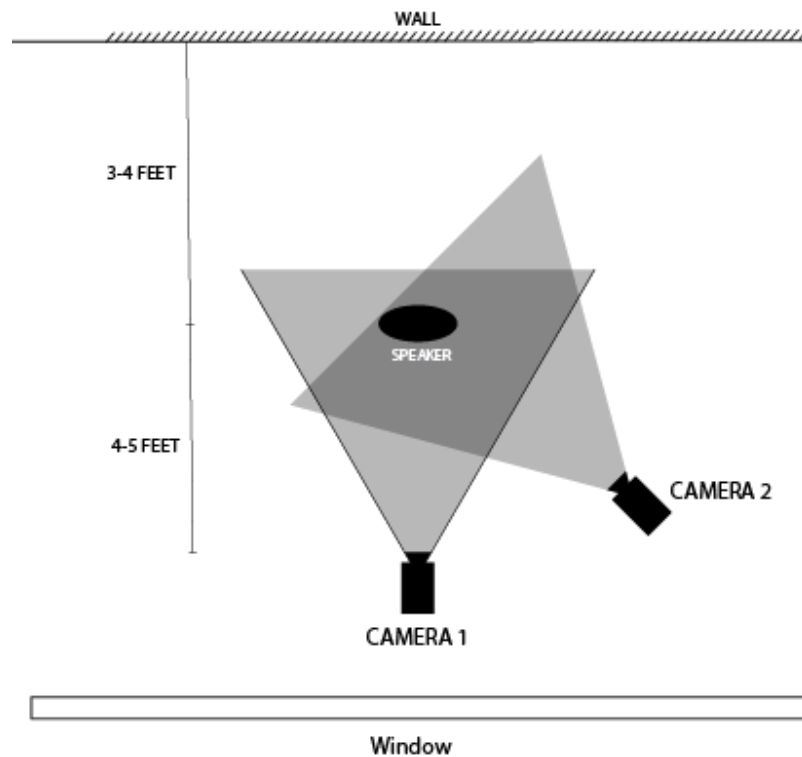
- Setup your phone horizontally and at a height where it is eye-level. Position it about 2 feet away from where you will sit.
- If you have someone assisting you, have them face the phone's back camera.
- If you are filming yourself, face the phone's front camera (selfie-mode) to you. See the below diagrams for an example setup if you don't have a tripod.
- Using your ear pods or wireless mic, test your audio by doing a test recording.
- Record your talk using your phone's camera app.



## Standing

### Setup instructions

- Setup your phone horizontally and at a height where it is eye-level. Position it about 4-5 feet away from where you will sit.
- If you have someone assisting you, have them face the phone's back camera.
- If you are filming yourself, face the phone's front camera (selfie-mode) to you. See the below diagrams for an example setup if you don't have a tripod.
- Using your ear pods or wireless mic, test your audio by doing a test recording.
- Record your talk using your phone's camera app.



Reach out to us at any time for help and assistance with the recording, and co-ordinating adjustments to the draft to fit time.

Let us together record the message of the TEDx talk in the best way possible.

Find a video recording that supplements these instructions [here](#).

Have a great day!

## **CREDITS**

Guides on ted.com , FAQs

TEDxHUB

TEDx Youtube Channel