

# ROS World 2020 November 12th

## Presentation Environment and Best Practices

- **Recording**

- Doing a simple screen share with video? A solo Zoom meeting is an easy solution for recording. You can find thorough instructions for [how to record a Zoom session here](#).
- Want to do something a bit more complex? A great open-source tool for video recording is [OBS Studio](#).
- If you need to make any edits to your recording and have access to the Adobe Suite, we recommend using that. If not, the open-source software [kdenlive](#) should have what you need.

- **Audio**

- Choose a quiet location. Ensure that no major household appliances are running and near you when you present
  - Example: A running washing machine off-camera will be picked up much more than anticipated and add a tremendous amount of noise to your stream or recording
- If using an outboard or desktop microphone, ensure that it is NOT positioned near any of the exhaust vents of your computer.
- Normally a wired mic, even one that is a part of a pair of headphones, will be superior to the built-in mic on your laptop.
- If possible, please try to steer clear of using wireless mics, such as using the mic from a pair of AirPods. There is a latency issue, as well as the possibility of introducing battery and connectivity variables to your presentation
- If you want to upgrade your audio equipment, please see our [recommended equipment guide](#).

- **Video**

- Choose a simple background, with few distractions and a non-virtual background. Even a bookcase can appear busy on camera and a blank wall is most preferred. If you do present with items behind you that have strong horizontal or vertical lines, try to align the borders of your screen with the background lines.
- Unless you have a green screen, avoid virtual backgrounds as they will appear unnatural.
- Keep your attire simple. A plain, solid color will keep the focus on you and your content. A busy plaid or other patterns can be distracting to your audience.

- If possible, use a chair that isn't visible behind you. A high-back chair showing behind or above your head can be distracting.
- Remove any light sources that would be behind you, so as to avoid backlighting.
- If possible, have a light source in front of you, to add illumination to your face.
- Place your camera at eye level (prop up your laptop if necessary), and sit far enough back to avoid distortion.
- To help with framing, use the "rule of thirds." If you break your frame into thirds with horizontal lines, your eyes should be around the intersection of the top and middle third. If this cuts off your hair or head in the frame, move the camera a bit further away. Your entire head should be visible in the frame.
- Position the preview window you have of yourself so that it is as close to the location of your physical webcam as possible. This encourages your eyes to focus on the lens, which will make your audience feel like you are looking at them, rather than off to the side. Continue to look directly into your camera when speaking.
- If you want to upgrade your video equipment, please see the [recommended equipment guide](#).

- **Network**

- Ensure no one in your household is competing for bandwidth during your presentation.
- If available, choose a wired connection rather than wi-fi.
- Close unnecessary applications that may run on your laptop/computer as they may impact internet speed/bandwidth as well as pop up with notifications if you're screen sharing.

- **Presentation**

- If you'll be working from a presentation, be sure to keep your slide content large and high contrast— this is really important for readability as screen sizes vary greatly.
- Present with energy and animation. By speaking too slowly or with a monotone voice your audience may disengage and tune you out.
- Due to potential delays and sound issues, keep animations and video sharing to a minimum during your presentation.
- If you will be sharing your screen as part of your presentations, practice ahead of time. This [guide from Zoom](#) has some excellent tips.