

Ramsay Research Month

3 Minute Video Competition: Recording Guide




Recording can be done either on your smartphone or computer. Some general tips:

1. Please try and position yourself in the centre of the frame, preferably so you can be seen from the waist up or torso up. Ensure there is equal space and a blank wall background on either side of you.
2. Please try and look into the camera when speaking instead of looking at the screen (This may feel unnatural – however it will help to produce a more engaging video)
3. Ensure your device is able to auto focus on you and isn't focusing on anything else around you instead. Be sure to watch your recording back and ensure you remain in the focus the entire duration.

You may use one static powerpoint slide to facilitate your presentation if you wish – if you choose to do this, please ensure you position yourself appropriately to make room to edit in your slide. E.g. Position yourself slightly to one side of the camera.

Computer recording

We recommend using **Zoom** to record your presentation. Please follow the below instructions:

1. Create a Zoom meeting for yourself
2. After starting the meeting, press 'Record' on the top or bottom of your zoom window to start recording. (If you have cloud recording enabled, you will be asked if you want to 'Record on this Computer' or 'Record to the Cloud'. You'll know the recording has begun because a red light will appear in the upper left corner of your Zoom window with the words "Recording.")
 - Click on the pause icon  if you want to pause the recording.
 - Click on the start icon  when you are ready to resume recording.
 - Click on the stop icon  when you're ready to stop the recording.

3. **Your local recordings** are stored to your computer hard disk. By default, they're in your Documents folder in a file named zoom. Here are more details on [finding your local recordings](#).
4. **Your cloud recordings** are stored in the Zoom cloud. They are in your Recording tab of your Zoom web portal, which you can password protect, share, and download. This feature is off by default, and is available to paid Zoom Pro, Business, Education, and Enterprise plan subscribers.

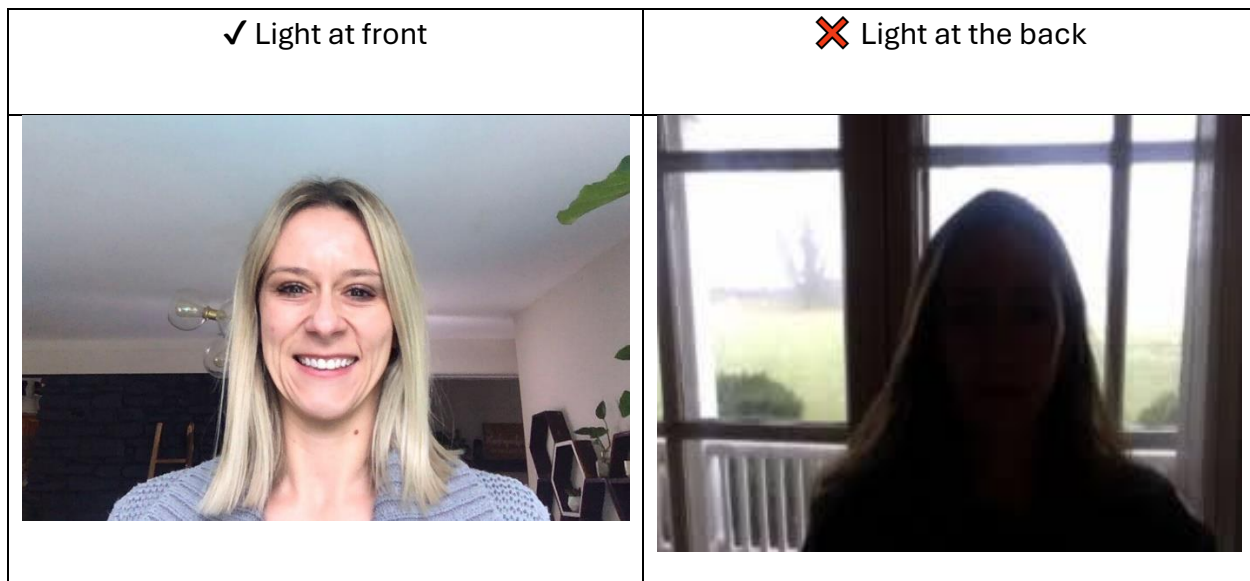
See more details on how to record yourself on Zoom [here](#)

Smartphone recording

If you are choosing to record on your smartphone please follow the below tips:

1. Lighting

- The best at-home lighting is daylight. Try to position yourself facing a window (or set up a light in front of you)
- Make sure to NOT have bright lights behind your head, like windows or lamps.



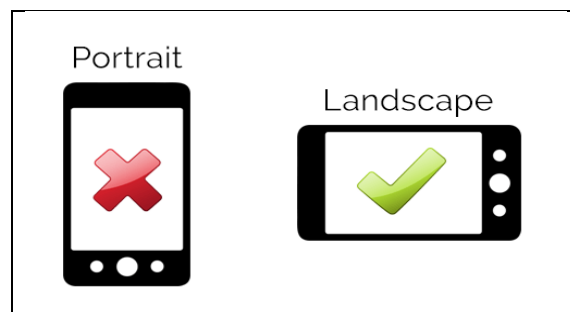
- Make sure to not sit too close to a flat wall, where it might cast distracting shadows.

✗ Sit directly in front of the wall

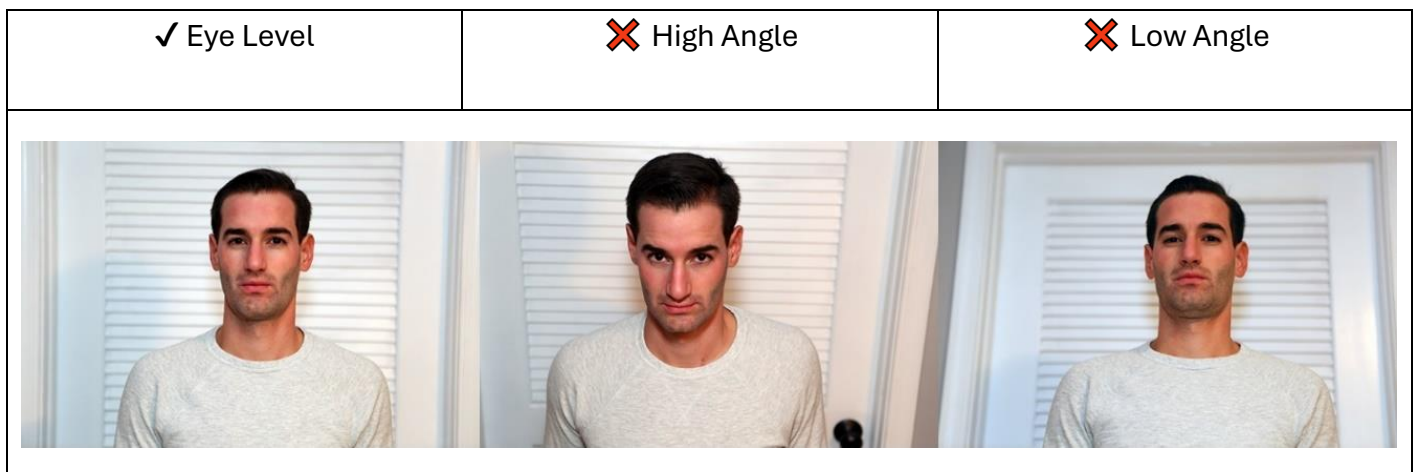


2. Filming position

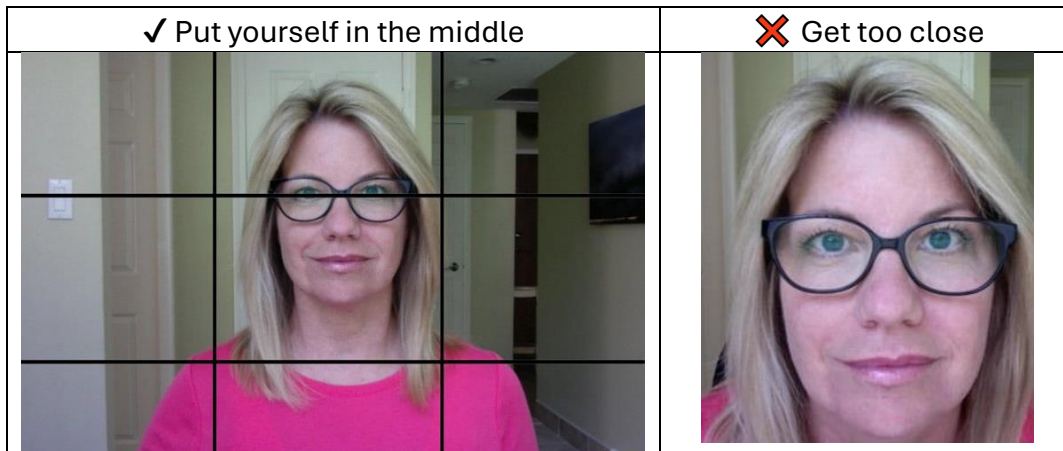
- Make sure you're recording in landscape orientation (horizontal).



- Position the camera at eye level. When speaking to the camera, you should be looking straight ahead toward the lens, not up or down.

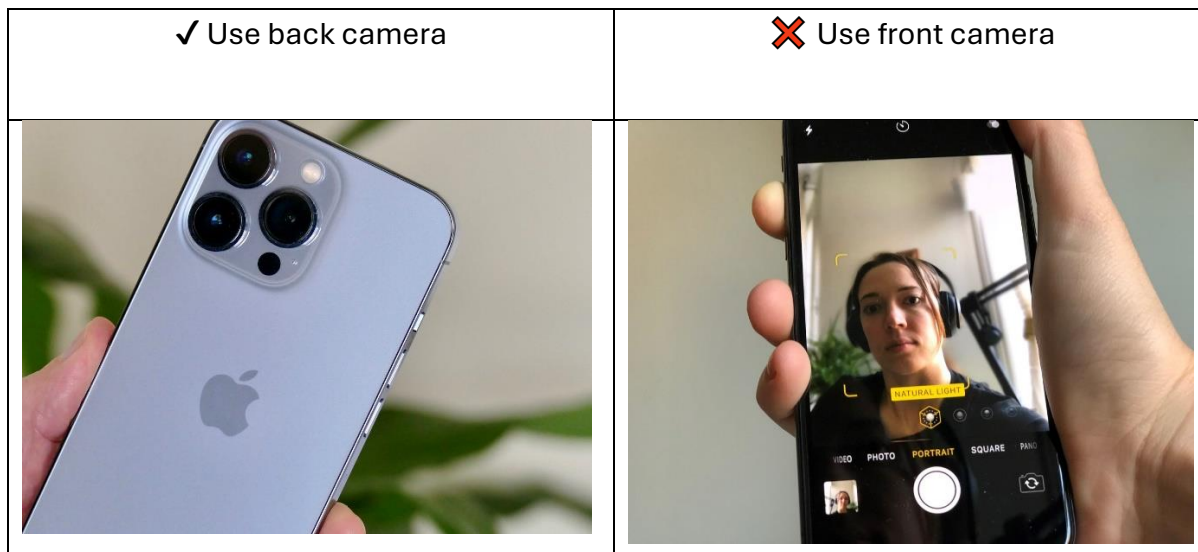


- Leave some room between the top of your head and the top of the frame.

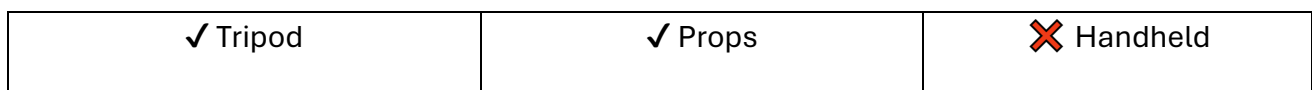


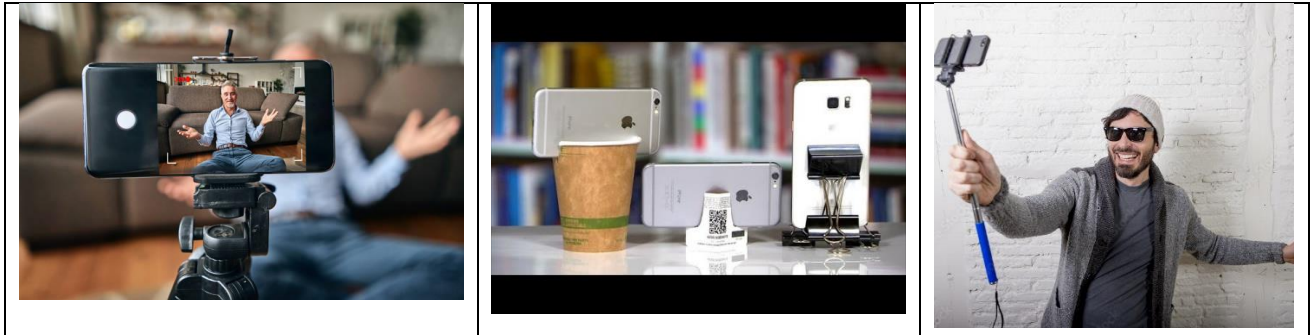
3. Filming quality

- If you are using a smartphone, use the back camera instead of the front-facing “selfie” camera. Remember to clean the camera before filming.



- Avoid handheld shots. If you don't have access to a tripod, you can prop your recording device on items like stack of books or a window sill.



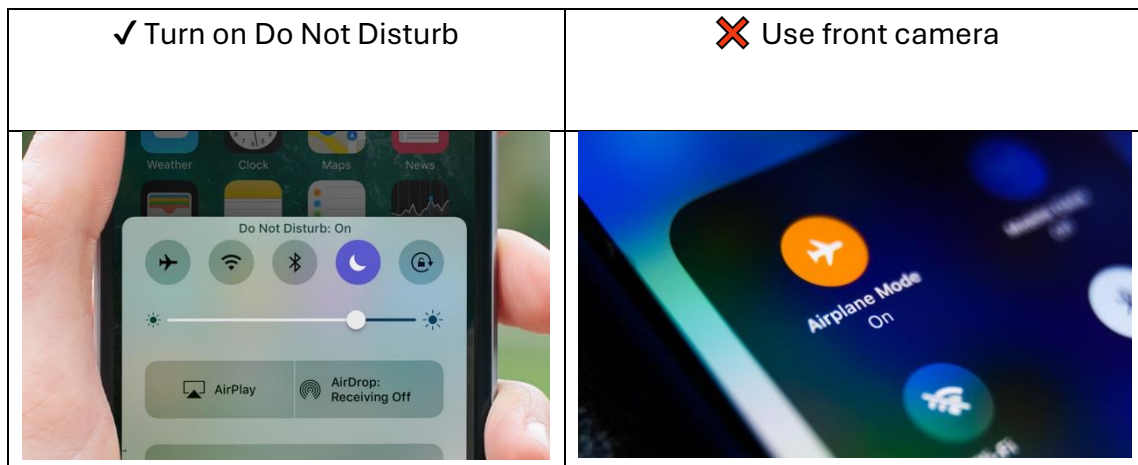


If you are using an iPhone: Open camera > Tap 'Video' > Take a look at the top right hand corner > change 'HD' into '4K' (If applicable) > Start recording.

If you are using an android: While all Android devices vary, increasing the resolution in the setting is highly recommended.

4. Audio quality

- Set yourself up in a quiet, preferably empty space to minimize unwanted background noise.
- If you're filming on a smartphone, turn on Do Not Disturb or Airplane Mode so your phone doesn't buzz during your shoot.



- Be sure to switch off anything that could contribute to background noise (e.g. Air conditioners) and remember to close the window.