

ASID EDUCATION GUIDELINES CHECKLIST



DELIVERING LIVE SIMULCAST WEBINARS, VIDEO, OR PODCAST RECORDINGS

SIMILAR SKILLS AS PRESENTING IN PERSON

Many of the tips and recommendations provided for creating visuals, supporting materials, and in-person or recorded video delivery apply to web-based content production. Use the following checklists from the ASID Education Guidelines as a starting point.

Developing Visuals and Supporting Materials checklist guide

Delivering In Person and Recorded Presentations checklist guide

TEST RUN WITH TECHNOLOGY

Rehearsing multiple times while using the planned technology platforms helps with pacing and ease of presentation delivery.

Plan a technical run-through and allow adequate time to test your computer and audio set-up.

Ensure that you are set up in a quiet space with no distractions and stable Internet connection and/or phone line, if required.

Join the session at approximately 30 minutes before go-live time for final systems check and coordination with the production team and/or other colleagues presenting with you in the virtual session.

VIDEO AND AUDIO QUALITY MEASURES

SOUND: Find a quiet setting and add sound absorbing materials if needed. Use a headset with a built-in microphone or high-fidelity microphone with windscreen or cover for the best audio quality. Use multiple speakers to ensure uniform sound quality.

LIGHTING: Check for adequate lighting on your face but avoid overcasting, shadowing, or backlighting. To improve lighting near your computer's web camera, use an LED video conference ring light out of camera range to create a soft yet bright lighting source. Check for lighting reflections being cast into eyeglasses or picture frames in the camera shot to avoid distractions.

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BACKGROUND: Your screen background should present a professional image with no distractions. It is recommended to use a neutral background, such as a generic office space with a bookshelf behind you or a neutral toned wall, screen, or curtain. You can create a background in a muted color tone to block out any potential distractions. Just remember on recording day, the clothing you wear should not match the background color or setup used.

INTERNET CONNECTION: Have a strong, reliable Internet connection on your computer. Weak signals can cause recordings to drop off or create audio or video lags in the presentation that can be distracting to the viewer or listener.

HELPFUL PRESENTER RESOURCES

[Top Ten Tips for Webinar Presenters](#)

[Tips and Tricks for Recording Virtual Presentations](#)

[How to Start a Podcast: A Complete Step-By-Step Tutorial](#)

[Podcasting for Beginners: How It All Works, Easily Explained!](#)