Keys to a Successful Presentation

1. Be Prepared

First, when creating a power point to use during a MediaSite Presentation, please read the *Technical Requirements* on preparing presentations for your session.

Second, take some time to practice your presentation and think about the logistics and details involved with your recording session.

2. Be Ready

It is a good idea to arrive early and cool down, especially in the summer months. The Studio is located at Turlington 2119A. Please check in with your Instructional Designer at the CITT in 2115 Turlington. They will walk you down to the studio.

Please try to be ready on time, as the studio is booked throughout the day and a late start could affect the next session.

There are restrooms located down the hall from the studio if you need to change, apply makeup, etc.

It is important to stay hydrated during the filming. The bright lights or nerves can cause people to sweat, causing them to have dry lips or mouth, so it is a good idea to bring water.

3. Look the Part

When it comes to wardrobe on camera, busy is bad. Avoid clothing with tight patterns, checks, hounds-tooth or pin stripes. They can cause an optical illusion on video called the moiré effect.

Avoid wearing bright oranges or reds. These colors can also cause problems with video.

Solid-color earth tones are best: blue, beige, off-white, etc. If you wear a bright white shirt or blouse, try to wear a darker jacket or sweater over it.

If you'll be wearing a tie, simple is best - Avoid complex patterns, thin lines, or bright reds and oranges.

Be aware that a lavaliere or lapel microphone is attached to your clothing. Keep that in mind when choosing your outfit.

Jewelry - Watch out for jewelry that reflects light or makes noise, like bangles. Also, don't get nervous and play with the jewelry or tap your ring on a table. The microphone will pick up this noise.

Eyeglasses - Wear them if you need them to see or if that is how people will recognize you. If your lenses are very shiny, the crew may adjust their position to avoid unwanted reflections.

Makeup and Hair – It is a good idea to wear makeup to avoid glare and reduce perspiration. You may want to bring a handkerchief or tissues to dab perspiration during breaks. Women should avoid vivid red lipstick or lip gloss; stick to softer tones and dab lips with a little powder.

Background Color – Generally, all recordings at the CITT are recorded against a black background, therefore avoid wearing black in that situation because you may appear as a floating head. If you are recording against a green screen, obviously avoid wearing green, in post-production all green in the video will be removed.

4. Be Relaxed and Confident

Avoid “ums”, “uhs”, “errs”, and other verbal crutches. If you feel you are using them too often then you need to practice. Use a webcam or have a friend count your crutches and begin to be aware of them. Often people get in the habit to avoid allow others to chime in, but with a live presentation, there is no need. Take a deep breath instead. Replace them with breathing in through the nose.

Practice - sharpen your speech and improve eye contact with the camera

Don’t fear the silence! Comma = 1 pause, Period = 2 pauses. The pause gets you attention and time to think.

Speak clear and at a constant volume. Try and avoid a volume drop at the end of a point.

Finally, RELAX! Smile often and make eye contact with the camera, the most important part of strong, confident body language is eye contact.