

Tips for Filming a Video Message on your iPhone

BEFORE FILMING...

1. Please make sure your iPhone is set to **record in the highest quality** possible. To do this, open the Settings app on your phone. Scroll down to "Camera" and click "Record Video." Then, choose either "1080p HD at 30 fps" or "4K at 30 fps."
2. Check that your phone has **enough storage** available. (Go to Settings -> General -> About -> Available) Ten minutes of video will use about 3.5GB of storage.
3. Find a location **near a window where you can comfortably stand facing the window. (There should be no sources of bright light behind you or directly above you.)**
4. Choose a location with a **neutral but visually appealing background.**
5. If others are around, ask for their help in **keeping the environment quiet** until you have finished filming. Even mild noise, such as an open window or loud air conditioner, can be highly distracting.

WHILE FILMING, PLEASE MAKE SURE TO...

- Record **landscape video**, not portrait.
- Record video at **eye level**, preferably **using a surface to steady the phone**
- Frame yourself **mid-torso to a little bit above your head**
- **Speak loudly and clearly**

Tips for Conducting a Video Meeting via Web Conferencing Service (Webex, Zoom, etc.)

1. Pay special attention to where you are situated.
 - Make sure you are in a location with a **strong and stable WiFi connection**
 - Find a location **near a window where you can comfortably sit facing the window** to provide ample natural light. **(There should be no sources of bright light behind you or directly above you.)**
 - Choose a location with a **neutral but visually appealing background.**
 - Choose a location **free from audio distractions**, as well as one that will minimize echo (i.e. a carpeted room vs an tiled room.)
2. Place your computer's camera as **close to eye-level as possible.** You may need to use a stack of books to accomplish this.
3. Frame yourself **from a few inches below your shoulders to a little bit above your head**
4. Use a soft cloth (microfiber, if possible) to **clean your computer's camera lens**
5. If possible, **use a microphone** that is positioned close to your mouth, such as your cell phone mic/earpiece set, AirPods, or any microphone that connects to your computer.