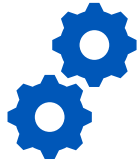


# Remote Video Recording Guidelines

eular

EUROPEAN ALLIANCE  
OF ASSOCIATIONS  
FOR RHEUMATOLOGY

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## BUT BEFORE...

Please complete and sign EULAR Consent form and send it to the organiser of the recording.

Link to: *(attach the publicly available link here, so EULAR does not need to remember of these, hopefully)*

It is fine if you do not wish provide your consent, just inform the organiser of the recording in advance.

## Technical requirements

Ensure that you:

- have the required platform (Zoom or MS Teams) installed on your device
- are logged in to the correct account
- have a good internet connection
- choose a good quality resolution on your device (e.g. HD)

\*There will be a test recording, so you can prepare well.

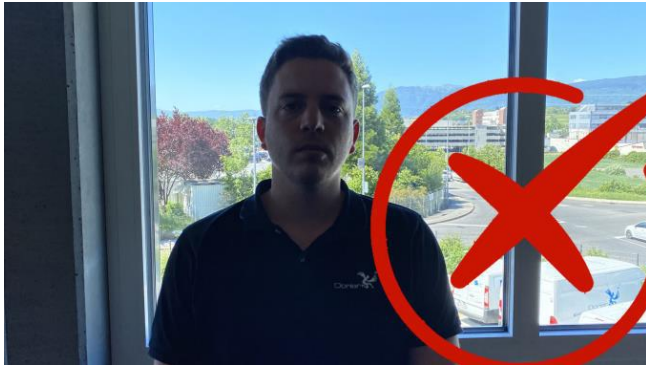
## Setting/location

Please make sure to:

- Choose a bright and, if possible, a neutral/plain backdrop
- Best lighting is achieved when facing a window, lamp or light source
- Think of your dress code (contrast with the background, ideally solid colors)
- It is preferable to wear contact lenses instead of glasses (if possible) at the main recording to avoid any reflections

## Setting/location - lighting

Ensure the light does not come from behind, and your face is well lit.



## Setting/location – camera position

Please make sure:

- Your eyes are at the camera's level. You can test it by using the camera on your device (selfie mode)
- If needed, elevate your device to align with the height of your face



# Audio

Ensure that:

- there is no echo or noise in your room (especially for small rooms because the walls are closer which emphasises the echo).
  - block the walls with sound-absorbing materials such as a bookcase or paintings to reduce if not eliminate reverberation
- if needed, use your microphone/headphones. If you use a Bluetooth headset (e.g. Apple Airpod) make sure they are fully charged
- conduct sound tests: adjust audio levels, conduct audio tests and ensure the Wi-Fi is strong before the actual video shoot
- inform everyone at home to avoid making noise
- close doors and windows



# Subject

Ensure that:

- you are comfortable
- you have a programme before the recording. It should not look like an essay. It will sound rehearsed and unnatural during production
- avoid of too much of “Emm...” moments in the speech. This is normal but best reduce how often it happens. It happens when you lose track of what you are saying. Hence, the need for queues from a prompter. This can also be cut by the video editor.
- before moving to the next point, stay silent for 3 seconds.
- before starting a point, be silent for 3 seconds. This makes editing and transitioning much easier.
- do an activity that energises you or makes you happy so that you already have a good mood when you start filming

# Mannerisms, gestures, and etiquette

Ensure that:

- you rehearse in front of a mirror loud and clear. Rehearsing allows you to hear when something does not sound right when delivered orally.
- you enunciate so that your audience can understand what you are saying.
- you retain eye contact with the camera to connect with your audience. To make it easier: place the window of the recording with other participants close to the camera.
- you avoid reading from the screen, unless you have experience (like a news anchor). Stick to outlines and use your notes as subject points rather than a script.
  - the content must make sense to you for you first so you can deliver and explain it to someone else.
  - it is not the research paper in audio format, it is you talking to people and speaking in layman's terms.
  - you can place your outline close to the camera for quick reference.
- mute yourself when not speaking.

## LASTLY, REMEMBER

The camera sees it all.

...from nose picking to bored expressions

THANK YOU

and

EULAR wishes you a successful recording!