

UOC

Tips for filming yourself and videoconferencing

UOC audiovisual materials

Universitat Oberta
de Catalunya

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01.

Before filming or videoconferencing



Preparing your workspace

Have any **notes or reference materials** you need to hand.

You may also want to **have your mobile or tablet on the table for reference.**

Switch **all devices to silent mode.**

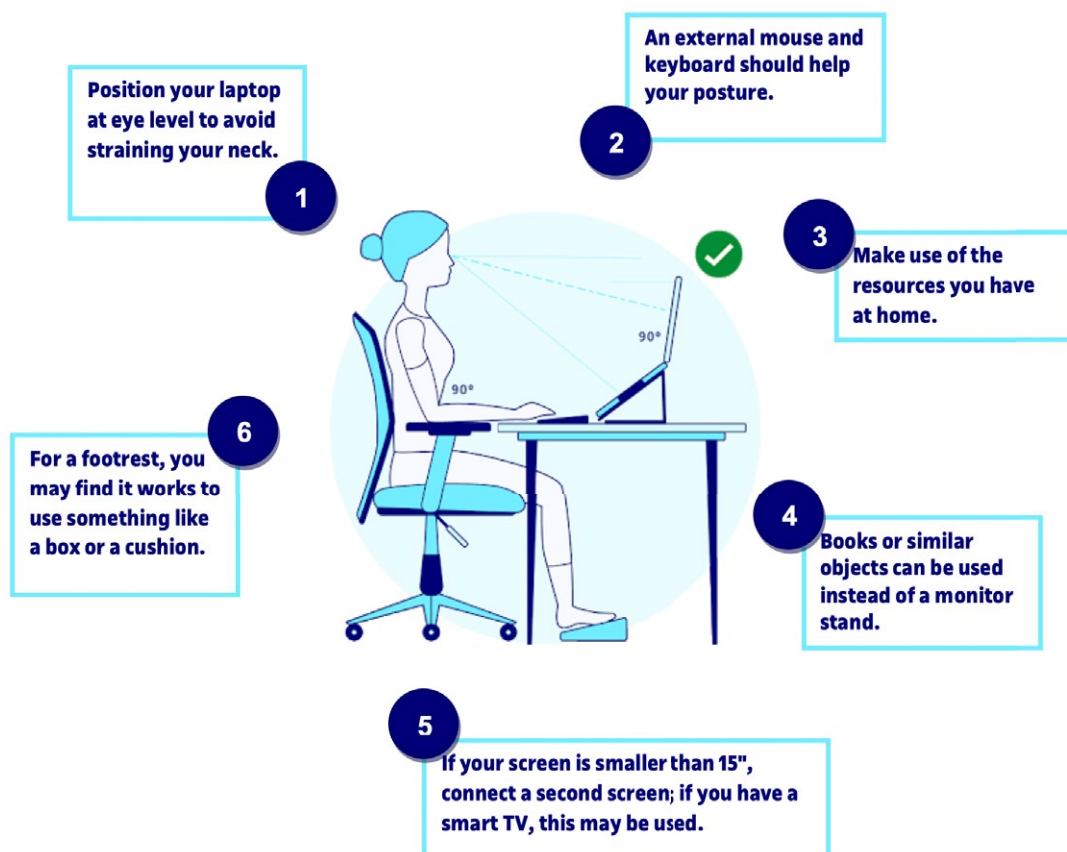
Sit close to the router to **ensure a good internet connection. Connect** via a cable where possible.



Filming with a laptop: Position and location

Make sure to position **your laptop at the right eye level.**

Filming or videoconferencing on your laptop without a stand will lead to neck strain and give participants a view of the ceiling (which of course should be avoided).



Filming with a desktop computer: Position and location

Screen height is also extremely important when you are using a **desktop computer**.

Make sure you are seated correctly and remember that the **webcam is located in the centre at the top of the screen**. The **image captured by the camera should show you facing front and framed correctly**.

CORRECT SITTING POSITION



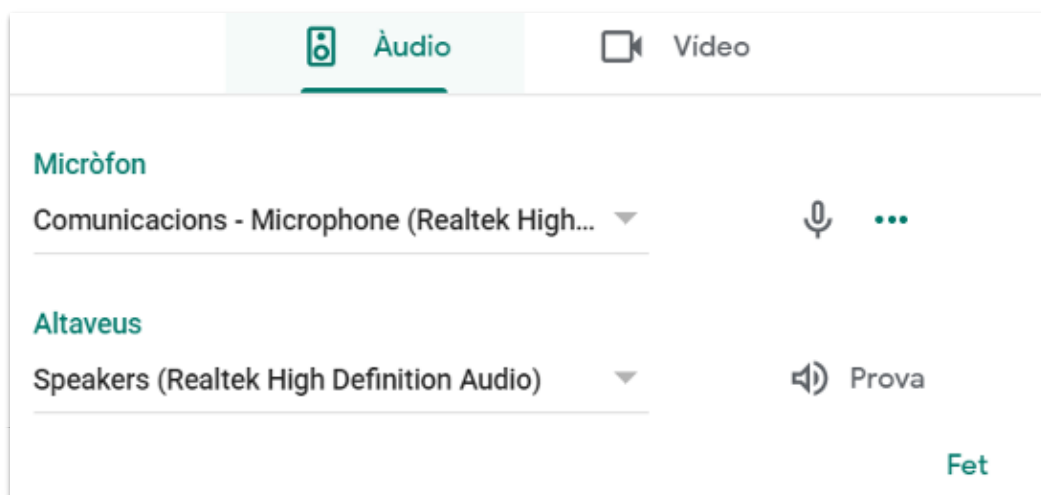
Setting up your device: camera, microphone and speakers

In the settings section:

Check that the **webcam** is activated.

Make sure you switch off the **webcam microphone** default setting when using a headset with a microphone or an auxiliary microphone.

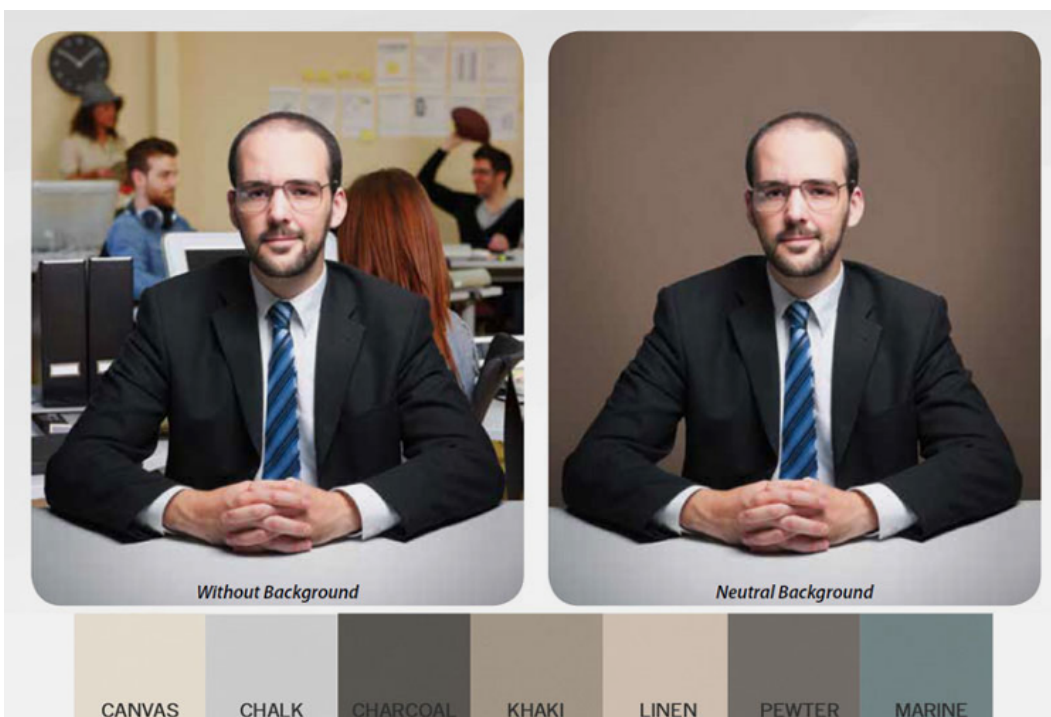
Use the audio test function to check that your **speakers** (or headphones, if that's what you're using) are working correctly. Change the device selected by default if necessary.



Backdrops for filming or videoconferencing

When deciding **where to film your video or videoconference**, take lighting and background into account. It's preferable to choose a neutral background that is free from any clutter that may distract the viewer.

Include an **element related to the UOC** wherever possible.



Use of a corporate backdrop

If the place where you're filming could distract viewers' attention, and if your software lets you change your background, you can use one of our corporate backdrops.

If your software lets you blur your background, this is also a good option.





Technical elements

Find a **quiet space**.

Avoid having **people** or **pets** around that might make noise or distract you.

Earbuds with a built-in microphone are very discreet and allow for good-quality communication.

You can also use an **external microphone** instead of the webcam microphone to improve the sound.



02.

During filming or videoconferencing



Where to look

Look at the top of the screen where the webcam is located, to one side of the light (it may be green or red).

Avoid looking at the centre of the screen.

Use **medium shot** framing.



Avoiding backlighting

If you have a window behind you, **lower the blinds or face the other way.**

A desk lamp is a good way to **improve the lighting.**



Wearing your microphone

Place your microphone so that it fits comfortably on the lapel or collar of your shirt.

Keep the cable out of sight (hide it under your clothes).



03.

Dos and don'ts



- Looking at the webcam
- Neutral background
- Person in the centre of the screen
- Medium, frontal shot (leaving room for television captions)

TV3 a la carta



TV3 a la carta



TV3 a la carta



- Looking at the webcam, positioned at eye level
- Neutral background (no distracting elements)
- Person in the centre of the screen

Youtube

Colegio San Gregorio,
La Mennais Brothers
school, Aguilar de
Campoo



TV3 a la carta



YouTube

(Mery Elvis)



- Webcam too low, not at eye level
- Insufficient lighting
- Looking at the bottom of the screen rather than at the webcam

YouTube
Elio Fernandez
Serrano



TV3 a la carta



TV3 a la carta



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