



American Heart Association.

Epidemiology, Prevention,
Lifestyle & Cardiometabolic Health

AHA Remote Recording Speaker Guide

This guide will walk through the best practices for remote recording, including how to record your Zoom calls and upload your recording.

**ALL RECORDINGS SHOULD BE UPLOADED NO LATER
THAN FRIDAY, APRIL 23, 2021**

Best Practices

In today's workplace, using a webcam is a necessity. But it may be a challenge to create a high quality stream or recording if you're unfamiliar with the fundamentals of recording. Here are six simple steps that will help you look and sound more professional for your next live presentation or home recording.

#1 Lighting

Creating a high quality image always starts with lighting. A naturally bright room with large windows is going to give you the clearest picture. Most importantly– **make sure to keep the light source in front of you**, so that the light is shining directly on your face, not on the back of your head. If natural light is absolutely not possible, lamps will help.

#2 Background

To help keep you and your message as the center of focus, **choosing the most simple background possible is best**. Similarly, the farther you can sit from the background, the better you will look. That's because *you* are the focus of the shot, not your background.

#3 Framing

Whether you're using a laptop webcam or an external camera, **the ideal position for your camera is on the same level as your eyes**. If you're using a laptop, the angle of your camera is probably too low. If you have a camera clipped to the top of a desktop monitor, it may be too high. To make adjustments, you may have to put something underneath the laptop to raise it to eye level, or put something under your seat to raise you up to the correct height. Finally, position your camera about one full arm's length away. This should allow for a little bit of space between the top of your head and top of the frame.

#4 Audio

The first step to getting the best audio possible is to remove or turn off any sources of sound that aren't you. Other people in the room, pets, and large fans are all things that can add distracting noise. Next, selecting a room with as few large, hard surfaces as possible will eliminate that "hollow" sound that can make you feel distant to your audience. Last, select the

best microphone available to you. **The best way to make your voice sound crystal clear is to use a USB mic** like the Blue Yeti (\$129), Shure MV5 (\$99), or even the AmazonBasics Desktop Mini Condenser Microphone (\$45). If you don't have one or aren't looking to make that leap yet, **your next best option is to use Apple AirPods or headphones**, or any similar headphones that have an integrated microphone. The last choice in the list is whatever microphone is built into your webcam, but it will still do the trick.

#5 Delivery

Just like in a "normal" presentation, it's critical to look directly at your audience. In this case, that means **you need to look at your camera as much as possible, and not at your computer screen**. It's ok to look down when you need to reference your notes, but your viewers will have a much better experience if they feel like you are speaking to them and not just reading from a screen. Most importantly– relax! We're all here to grow and learn from each other.

#6 Camera

Finally, if you really want to step up your webcam game, **use an external camera if possible**. The built-in cameras on many laptops are good, but in almost every case an external camera is going to provide better image quality.

Taking a few moments to implement these tips will translate into immensely positive results compared to the average user. Similarly, any potential upgrades to your webcam or audio equipment are wise investments in your future. Like it or not, video from home isn't going away anytime soon, so prepare yourself now and let everyone enjoy the results during your next presentation!

Zoom Settings: Recording and Uploading

[Watch this helpful Zoom video for instructions on how to record yourself on zoom and upload your recording.](#)

Depending on your Zoom Account, there will be two types of recordings. If you're able to record to the Cloud, which you'll see in your settings as detailed below, follow the instructions for Cloud Recording Settings and Uploading.

If you have a Zoom Business account and your organization forces you to record Locally to your device, follow the steps for Local Recording Settings and Uploading on page 4.

Whenever possible, please record using the Cloud Recording option.

Cloud Recording Settings

1. Go to zoom.us on your web browser and login to your Zoom account
2. Go to Settings
3. Go to Recording

4. Select Cloud Recording. If you're unable to select Cloud Recording and only Local Recording is available, follow the instruction below.
5. Refer to the screenshot below to ensure you have all the necessary options checked prior to recording.

The screenshot shows the Zoom Settings interface. On the left is a navigation menu with 'Settings' highlighted. The main content area is titled 'Recording' and contains the following sections:

- Local recording:** A toggle is turned on. Below it, the text says 'Allow hosts and participants to record the meeting to a local file'. A checkbox 'Hosts can give meeting participants permission to record locally' is checked.
- Cloud recording:** A toggle is turned on. Below it, the text says 'Allow hosts to record and save the meeting / webinar in the cloud'. Several checkboxes are checked:
 - Record active speaker with shared screen
 - Record gallery view with shared screen
 - Record active speaker, gallery view and shared screen separately
 - Active speaker
 - Gallery view
 - Shared screen
 - Record an audio only file
 - Save chat messages from the meeting / webinar
- Advanced cloud recording settings:**
 - Record thumbnails when sharing
 - Optimize the recording for 3rd party video editor
 - Audio transcript
 - Save panelist chat to the recording
 - Save poll results shared during the meeting/webinar
- Allow cloud recording sharing:** A toggle is turned on. Below it, a note states: 'A sharing link for the recording will be generated after a meeting. Users who have been granted the viewing permission can access the cloud recording through this link.'

6. Make sure that the following are **ALL selected**:
 - a. Record active speaker with shared screen
 - b. Record gallery view with shared screen
 - c. Record active speaker, gallery view and shared screen separately
 - i. Active view
 - ii. Gallery view
 - iii. Shared screen
7. Make sure to save your Zoom settings
8. You're ready to record!

Cloud Recording Uploading

After you've recorded your presentation, it's time to upload the final footage. To upload your recording follow the steps below:

1. First, you need to download your recording from Zoom
 - a. Go to zoom.us and login to your profile
 - b. Once you're logged in, go to "Recordings" to view your recording
 - c. Select the session where you recorded your presentation and download ALL of the files that are listed.

2. Locate the files on your computer, commonly in your Downloads folder or in a different folder that you specified when downloading from Zoom.
3. Move all files into a *folder* labeled with your Session Title, Presentation number. Last name-First name. This information can be found in your notification. (Health Equity and Social Justice.002.Doe-John).
4. Once you have located your recordings, click this link here:
<https://www.dropbox.com/request/55LnhOLLFEzNyx7Kc72U>
5. Click the "Add files" button and then select "Add folders from computer" to locate the folder of recordings on your computer, or simply select the folder and drag and drop it into the area indicated on the screen. (this could take up to 6 minutes so please wait until the files are fully uploaded before exiting the page).
6. Please send an email to your virtualevents@heart.org and **include the name of your folder** to let AHA staff know that you have successfully uploaded your recording(s).

Local Recording Settings

Whenever possible, please record using the Cloud Recording option. If you are unable to use the cloud recording option use [this guide](#). Then follow the steps below to upload your recording

Local Recording Uploading

1. Locate your files and move all files into a *folder* labeled with your Session Title, Presentation number. Last name-First name. This information can be found in your notification. (Health Equity and Social Justice.002.Doe-John).
2. Once you have located your recordings, navigate to the following link:
<https://www.dropbox.com/request/55LnhOLLFEzNyx7Kc72U>
7. Click the "Add files" button and then select "Add folders from computer" to locate the folder of recordings on your computer, or simply select the recordings and drag and drop them into the area indicated on the screen. (this could take up to 6 minutes so please wait until the files are fully uploaded before exiting the page).
3. Please send an email to your virtualevents@heart.org and **include the name of your folder** to let AHA staff know that you have successfully uploaded your recording(s).

Should you have any issues at all, contact Wisdom Capture directly for support with the prep, recording, and uploading process. Reach out to taylor@wisdomcapture.com for support.