Tips for pre-recording your Webinar

Use this checklist to help if you are pre-recording your webinar:

- **Camera.** Record with your camera on, but make sure your camera displays in the black margin around your slide (this an individual user setting to control)

- **Sit or stand?** It’s okay to stand up when you make your recording. Your voice will be louder and stronger

- **Have a recording audience?** Choose a record buddy – someone to listen while you record. It helps to have someone to speak with and your brain will be more engaged if you think you’re talking to someone. If they are on mute when you record, their image will not display in the final video.

- **Do I look good in pink?** Wear bright colors and try to be animated, it helps keep your audience engaged.

- **How to start.** Start your session with a question, such as “why do we care about ..... during the COVID pandemic”. Give the audience a few seconds to try to come up with their own answer. Try to suggest some alternatives and play out the type of conversation that we would do in an in person setting to create reflexive learning. Conclude with the question and the take home point.

- **Length.** Keep each recording to 15 mins or let the audience know they can watch the recording on YouTube at 1.25-1.75 speed.

- **See the other tips.** Read more under “Getting Ready” on the UC ANR Learning & Development webinar page.

Prepare and engage – keys to webinar success.