



## Best practices for preparing yourself for Mediasite recordings

### Planning What You Want to Say:

Before recording your Mediasite presentation, it is helpful to have a strong idea of what you want to say and how you want to say it. While a script is not going to be used, planning what you want to say before you record your presentation will help your presentation run smoothly. Planning can help eliminate filler words (such as “um,” and “uh”) and keep your presentation focused on the material you are presenting.

Consider these points as you prepare your presentation:

- ▶ **Flow:** Aim at making your presentation as conversational as possible. Even if you plan your presentation, you want to sound natural, not like you’re delivering a speech. Keep in mind, too, that when recording a presentation you will not have the face-to-face feedback that guides you in the traditional classroom.
- ▶ **Outlines:** Create your presentation with an outline in mind. It is recommended integrating your outline in the actual presentation as a visual roadmap to help guide you. This would also help promote a clear understanding of the topic to your audience.
- ▶ **Length:** Divide longer presentation into segments for recording. Doing so will make the material more accessible to your audience, and can help you prioritize and organize the topics for your audience.
- ▶ **Reuseability:** Since the videos you create can be reusable learning objects, your presentation should avoid mentioning “time-sensitive” information, such as the current term, and any due dates or assignments that may change from semester to semester.

### Important Information:

- Before the day of the recording, be sure to practice your presentation.
- For your PowerPoint Presentation limit the use of animations and if possible avoid using them.
- Come prepared and have your presentation sent (completed) before the day of the recording.
- The time scheduled for your recording is not intended to work on your presentation.
- If your presentation is longer than 15 minutes, you may want to split it up into smaller sections.

## What to Wear:

If you (or another subject ) will be seen in the recording, please wear either light-or dark-colored clothing (but avoid solid white, bright red and black clothes). For men, a dark suit with a white/light shirt and a nice tie is fine as long as it has a clean contrast between layers. Please avoid anything with a small, fine or tight pattern, such as plaids or stripes, and please leave any large or shiny jewelry in your jewelry box at home. These accessories can be visually distracting for viewers.

## Delivering Your Presentation:

You don't need to be a professional speaker or a seasoned movie star to record an effective presentation. Consider these suggestions when recording your video:

- ▶ **Be an engaging speaker:** Vary your intonations, use humor and a conversational tone, and remember to smile and be yourself! Your main goal should be to keep your listeners interested and focused. Pretend you are actually talking to a live audience.
- ▶ **Don't worry about small mistakes:** If you feel that you jumbled a phrase, don't restart the recording. You can always say, "Let me say that again," and then restate your phrase just as you would in a traditional classroom.
- ▶ **Avoid excessive verbal pauses, such as "um":** Do a dry run of the presentation, or practice reading the script several times to help eliminate distracting verbal pauses.

## Mediasite Samples:

Professor Tanenbaum

MAR3023 - Chapter 14: Pricing Concepts for Establishing Value

Professor Haar

Chapter 2: National Differences in Political Economy