Tool Kit Resources

Five ways to record virtual speakers

A PLANNING GUIDE

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So you want to host a virtual event with recorded* speakers?

Situation: You want to host a semi-live or on-demand virtual event showcasing speakers and their presentations. This means you will need them to record themselves in advance.

Question: How do you get the recording from them, especially if they are either socially distancing or in a distant location? And more importantly, ***how do you want that final recording to appear to your intended audience***?

Answer: You have at least five options to consider, which you will want to debate before you invite your speakers. Each choice has different technology, post-production and budget considerations.

***It has become common not to expect speakers to present live due to potential connectivity and technology failures.**

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Zoom self record with screen share

Pros: Easy, free, immediate, can record to cloud

Cons: Speaker image is subordinate to slides, ends up being a “recorded slide show”

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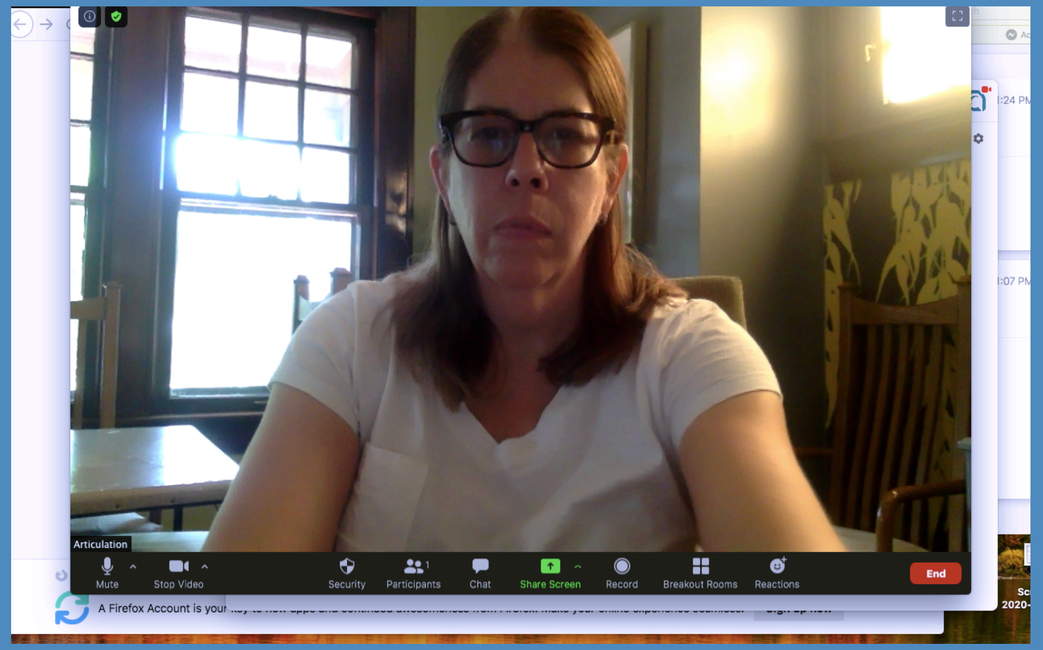
Zoom self record *without* screen share

Pros: Easy, free, immediate, can record to cloud

Cons: No imagery to support talk, no jolts for audience

Notes: Consider external connected microphone, front lighting, standing set up for more impactful delivery



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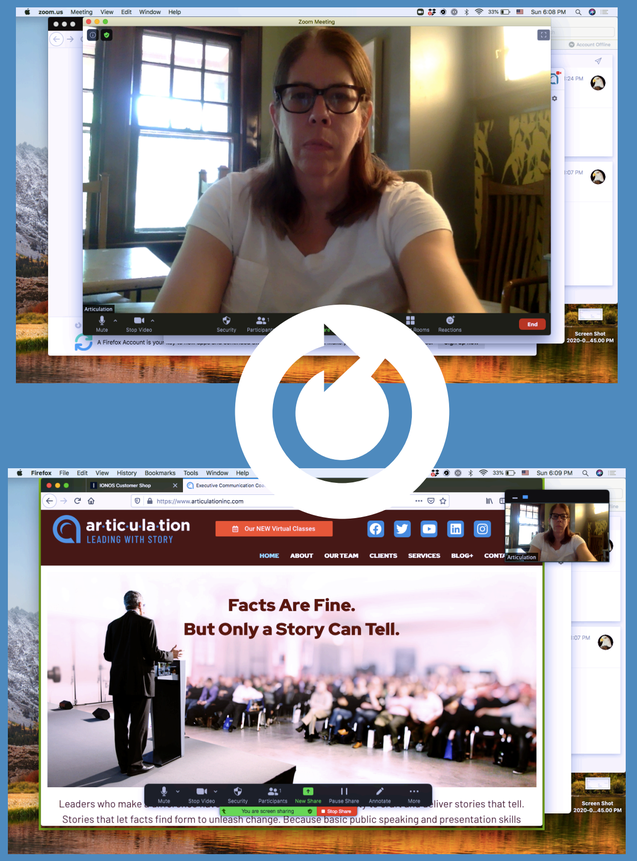
Zoom self record *turning on and off screen share by speaker*

Pros: Easy, free, immediate, can record to cloud, maintains full screen speaker image

Cons: Switching between full speaker and slide mode can lag and requires speaker to be very practiced

Notes: Consider external connected microphone, front lighting, standing set up for more impactful delivery



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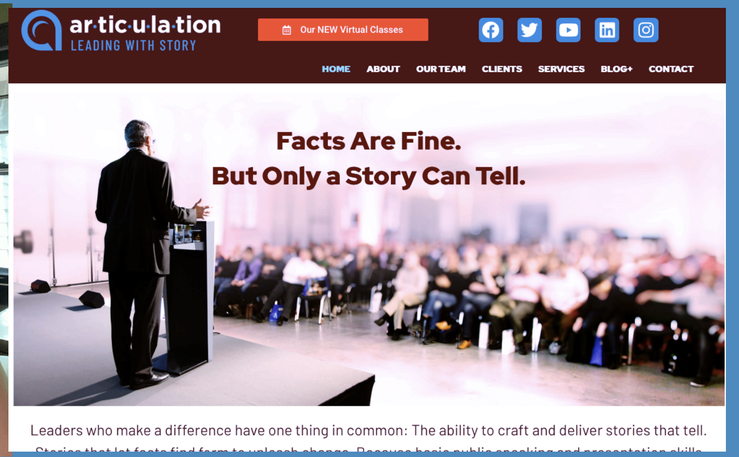
1/3rd - 2/3rd Speaker / Screen Share

Pros: Higher quality speaker record **on a phone or other camera**, images of both speaker and slides appear throughout whole recording side by side

Cons: Requires post-production support to blend speaker video and slides



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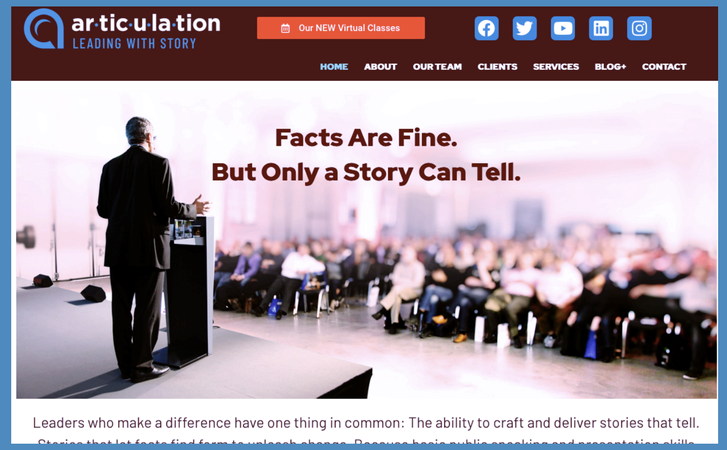
TED-Style Recording (Speaker and Slides alternate full screen)

Pros: Higher quality speaker record **on a phone or other camera**, Audience feels “jolts" from slides / speaker switching

Cons: Requires post-production support to switch speaker video and slides



Notes: Consider external connected microphone, front lighting, standing set up for more impactful delivery

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Additional Considerations

Video Kits

Be prepared to survey your speakers of their technology needs and send them equipment they may not have (recording device, lighting, microphones, tripods).

File Transfer

Assure your speaker has enough file storage on their recording device and also a way to transfer the file (Google Drive, Dropbox) if they are not recording to the cloud.

Captioning

Should you want closed captioning on your videos, plan for an additional week to hire a captioning service or caption in-house after final video edits are completed.

Remote Access

Services do exist, albeit costly, for you to have remote camera control while your speakers are recording. You may want to at least consider scheduling a virtual call to watch them record and correct any production concerns in progress.

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