Remote Recording Guidelines

Oct, 6 2020

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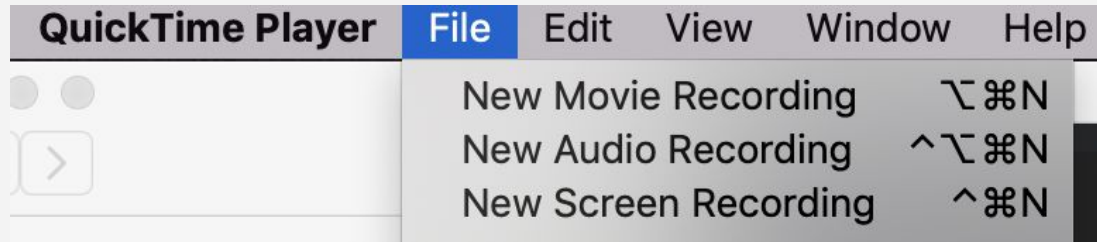
Recording with a Phone

1. Use the "camera" function on your phone, and select "video"
2. Most still cameras can also shoot video – select the following video file type: 1920 X 1080 pixels, 30 frames per second.
3. Mount the camera on a tripod or selfie stick and do not zoom in – the camera will also be your sound recording device, and microphone proximity is the best way to get good audio.
4. Do NOT shoot in portrait/vertical, flip the screen so you see the display and frame the image in landscape/horizontal as indicated below, like so:

Felix DeLeon
Manager, Custodial Services

MIT Video Productions

Recording with a Mac using Quicktime

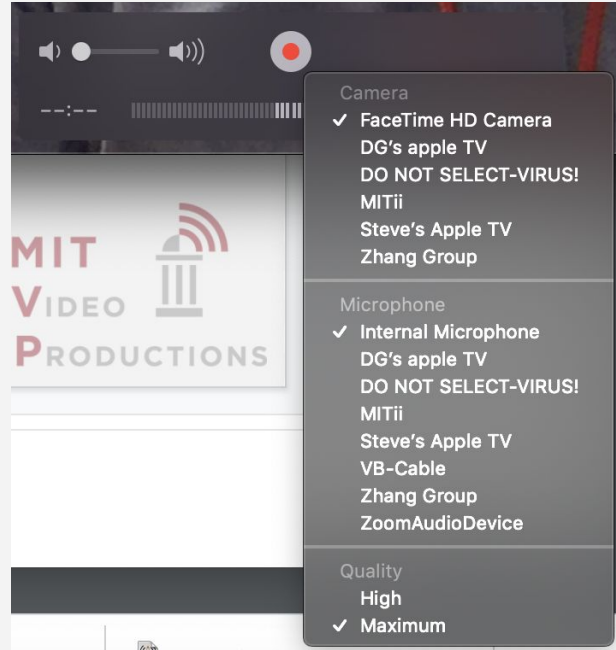If Quicktime is used with a laptop or iMac, these directions will improve the quality:
1. Launch Quicktime Player
2. Under the file menu, select "New Movie Recording"

Recording with a Mac using Quicktime

If Quicktime is used with a laptop or iMac, these directions will improve the quality:
3.Next to the red record button, select "maximum Quality" from the Dropdown menu (see below)

Recording with a Mac using Quicktime

If Quicktime is used with a laptop or iMac, these directions will improve the quality:
4. New Audio Recording can be useful for voice over and New Screen Recording is handy if you want to show something happening on your computer screen, such as how a website works.
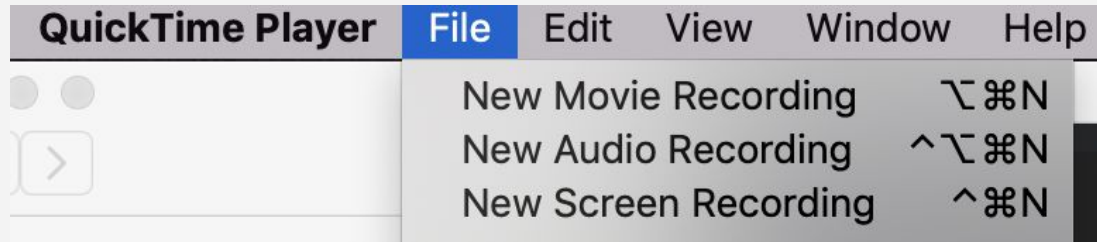
Challenges

- Recording outdoors will not deliver good audio if there is even the slightest amount of wind.
- Recording indoors, use available light. This means shoot during daylight hours if possible, stand next to a window, or facing the window, but never stand in front of the window, as all you will get is a silhouette.
- If recording at night, use lamps rather than ceiling lights. Change light bulbs for higher wattage. Place two lamps at 90 degree angles to each other, behind the camera. And then play around a little: even lighting is nice, but harsh shadows and bright spots can also be stylistically interesting.

The Set

- Please choose a nice set, preferably with some depth in the background, do not have just a plain white wall or bookshelf behind the interviewee. This is why large rooms are better than confined spaces. Place some artwork behind the subject if the image feels plain.
- Make sure the set environment is clean and organized. If the interviewee sits behind a table or desk, make sure the table or desk is neat.

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The Interview

- Unless otherwise noted, please note that in the final edited clip we will not see or hear the interviewer, so there is no need to shoot the interviewer.
- Kindly make sure the person answers the questions in a complete sentence so we understand what was asked.
- Please make sure you have complete, understandable answers to all the questions. If necessary do a few takes until you have the complete answer.

- Example:
  - The Question - How long have you been involved with the project?
  - Answer: I've been involved with the project since 2011…

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Pro Tips

- The interview should be shot as a medium shot. This is a first priority.
- If you do several takes of the same question, you may want to have a longer shot as well, but only after making sure you have at least one good medium shot.
- Please remind the person to look at the interviewer. If there is no interviewer, it also OK to look straight into the lens.
- Be careful not to step on the interviewees audio as they answer the question. Give some time after they answer the question to ask a follow up.

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B-roll + other assets

- If an interview is set in an office, please record the person working at his desk, using a computer including over the shoulder shots, side shots, close ups etc.
- The interviewee can be recorded reading a book or some other documents.
- Record the person walking in/out of his/her office or in a laboratory (in a university if available), walking down corridors, inside and outside.
- If it is possible and appropriate, film the person socializing with others (co-workers, colleagues etc.)
- If the interviewee is recorded at home, please take some shots at the person's desk: working at a computer or reading.
- He/she can also be recorded in a living room: looking at photos, talking to family members etc.

File Management

- Your phone hard drive will fill up quickly, so you will want to periodically 'dump' the media so you can continue filming. If you have an iCloud account, the videos files will upload to your Apple Photos App automatically. The files can be shared using an iCloud link. Alternatively the files can be exported to Google Drive, DropBox, or any file sharing service of your choosing. Share the links with us.
- Your still camera typically will have more media capacity, since it gets recorded onto a data card, so they media dump interval should be longer.

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Other Assets

- Vector-based graphic files, logos, fonts, animations
- Style guide if relevant for brand continuity
- Review your photo video collection for existing video (preferable) and stills which may help us express your story and send us the files over Google Drive, DropBox, or any filesharing service of your choosing.

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Zoom Cloud Recording Settings

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Knowledge Base

Meeting   **Recording**   Telephone

Recording

Local recording

Allow hosts and participants to record the meeting to a local file

☑ Hosts can give participants the permission to record locally

Cloud recording

Allow hosts to record and save the meeting / webinar in the cloud

☑ Record active speaker with shared screen

☑ Record gallery view with shared screen ⑦

☑ 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

☐ Add a timestamp to the recording ⑦

☑ Display participants' names in the recording

☑ Record thumbnails when sharing ⑦

☑ Optimize the recording for 3rd party video editor ⑦

☑ Audio transcript ⑦

☑ Save panelist chat to the recording ⑦