

CARMA Presentation Recording Service

Speaker's Guide

CARMA will be recording your presentation for archiving and distribution on the World Wide Web, and we want your presentation look as good as possible. To provide the best quality product, we have some requests and suggestions.

Starting

Please let us know when you are ready to start, and then wait until the recording starts. Otherwise, your introduction may be lost.

Introduction

If someone else is introducing you, please have him or her use a microphone. If they don't, while the people in the room can probably hear, their words will not be audible on the recording.

Lights

Please leave the lights on. Without enough light, the recording will only show your silhouette.

Microphones

Please do not turn the microphone off. You might forget to turn it back on, and we have spare batteries. Also, be careful not to click your pen right in front of the mic.

The camera does not pick up any sound directly, so if you are using a fixed microphone please speak directly into it. If you are using a wireless mic, please be sure to carry it with you at all times.

Cell phone

Please turn off your cell phone. Even when muted it can create interference.

Laser pointer

Please do not use a laser pointer. We record the output of the computer, so the Internet audience will not see any pointers. Instead, use descriptions, e.g., "the second item" or "the graph in the lower right" to direct attention to specific items on the slides.

Audience questions

Often audience members do not wait for a microphone to start talking, so please repeat any questions. Repeating the question reminds the Internet viewers what your answer relates to.

If you have any questions, please speak with the CARMA recording staff.

Thank you,
The CARMA team

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