

Technical Tips for Recording a Strong Video

1. Keep It Short & Focused

- Aim for 5 minutes
 - Write down 3 key points for each question prompt before recording.
 - Start by stating your name, your role and your organization
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2. Use Good Lighting

- Face a **window** for natural light.
 - If indoors at night, use a **lamp in front of you**, not behind you.
 - Avoid sitting with a bright window behind your head.
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3. Clear, Steady Sound

- Record in a **quiet room**.
 - Turn off fans, TVs, and notifications.
 - Close windows/doors to reduce outside noise.
 - Stand or sit close enough so your voice is clear.
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4. Camera Basics

- Use a **smartphone or laptop camera**—both are fine.
 - Keep the camera at **eye level**.
 - Rest your phone on a table or stack of books to keep it steady.
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5. Choose a Simple Background

- Fewer items in the frame behind you lets viewers focus.
 - Avoid distracting movement in background.
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6. Speak Clearly & Naturally

- Look at the camera lens, not the screen.
 - Speak a little slower than normal.
 - Be yourself! Authenticity shines more than scripts.
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7. Before You Submit

- Watch the full video once.
- Check that:
 - You can see face(s) clearly
 - Voice(s) can be heard easily
 - The video matches the required length