



Live Video Recording Recommendations

- Introduce yourself and state the title of your lecture. Verbally mention any disclosures and what they are or state you do not have any. Read the Learning Objectives as they appear on your slides. This must be done at the start of each lecture.
- Avoid wearing anything with fine pinstripes or fine patterns. This creates a dot crawl effect on the video. Solid colors look the best on video.
- Avoid referring to other sessions or topics that will not be covered in your current lecture. All sessions may not be provided as enduring material.
- You are in control of the slides and ARS system with your remote. Simply push the remote for the next slide or the answers to the ARS question. If you have any questions, feel free to ask the audio/video staff in the back of the room for help.
- On occasion, content must be removed from a presentation due to an inability to secure permission to use copyrighted material. If this occurs, AAFP staff will notify faculty of the removal of the content. Please do not refer to the removed content during the live presentation.
- If you allow questions to be asked by the attendees, the audio crew will need to be informed prior to the start of the session, so they can set up a microphone in the audience. Please direct any questions to the microphone so the questions can be captured on the video. In the case that someone does not utilize the microphone, please repeat the question so it will be captured.
- Both live video and slides will be recorded and put together in post-production.
- Additional lighting may be added for video purposes. This lighting may appear to be bright, but will only be added if necessary, and only as bright as needed.
- If you need to cough or clear your throat, pause slightly after the cough to allow time to edit it out.
- Arrive at the site at least 15 minutes early to get your microphone on and ready prior to the start of your lecture.
- The lectures that will be captured for the enduring material will be outlined in your contract. Please contact your Program Specialist if you have questions about what will be captured.
- Enduring material will be taken directly from the Live Course. Try to refrain from using names or commenting on subjects you would rather not include as a part of the enduring material.
- At the end of each session please include an ending slide and verbally acknowledge the end of the session.
- Please do not wear earrings that hang down. They tap against the microphone and make a popping sound.