

Video Conference Checklist

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- ☐ **Camera angle**—The camera should be either level with your head/eyes or slightly (just slightly) higher. You should not be looking up, down, or leaning over the camera.
- ☐ **Eye contact**—Look directly at the camera (not your computer or phone screen). Avoid looking to the side as you think of your next point. Instead, look directly into the camera as if you were making eye contact with one person.
- ☐ **Frame**—You should be centered from side-to-side. When recording a “headshot” presentation, your head should not be cut off on top, but it should fill most of the space at the top of the screen. The bottom of the screen should end just below your shoulders. When recording a standing presentation, the bottom of the screen should end around your waist (or slightly above the belt line). NOTE: Standing up will enable viewers to see more of your hand gestures.
- ☐ **Lighting**—Your face should be well lit (without shadows on one side of your face or under your eyes). To achieve that, face natural light (such as a window). Avoid lighting that comes from one side or above. Also, avoid shining a bright light directly on your face, since this can cause over-lighting (i.e., a washed out appearance). If you cannot face natural light, test different light sources (such as multiple lights or facing a light slightly above you or even directly at you but from across the room). Again, natural lighting is best, so test different rooms and positions.
- ☐ **Background**—The background should be free of distractions (and offensive materials), such as an open closet, piles of papers or even cluttered walls. Choose a location that is clean, has only one or two items (such as a picture or vase). Take hints/ideas from professional videos online or even TV commentators who record/stream from their homes.