

# Bee talks video recording guidelines

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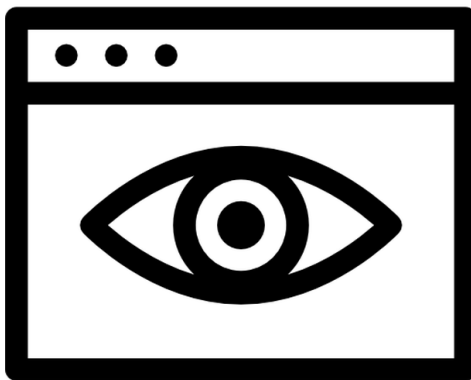
Dear speaker,  
Please follow these guidelines while recording your video for  
bee talks. It will help us in upgrading your video  
to more effective, professional & likable for viewers.

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- Make sure you have set the high-resolution mode in your camera before starting video recording.
- Keep the camera on a fixed Platform/Camera holder/Tripod.
- Make sure your camera lens are clear.
- Avoid fan / AC / Cupboards & other distractive stuff in the background behind you.
- In the video frame, Keep the left side space open for text overlay, means your body should be on the right side of the frame. *(Refer visual guidelines)*
- Your body above bellybutton should be visible in video frame to show your body language. *(Refer visual guidelines)*
- In case you are giving a speech by sitting, Table sitting is highly preferable. *(Refer visual guidelines)*
- A plain white or light color wall in the background is preferable. Green is highly preferable.
- Avoid wearing plain blue and plain red color clothing.
- Make sure there is a proper lighting on your face.
- Try to avoid the background noise.
- Pocket 'noise filter microphone' is highly preferable.

- In case noticeable noise/disturbance comes during video recording suddenly, repeat the same sentence so that video editor can cut that noisy part in the video editing process.
- 2 cameras (*1 in front & another in side*) are highly preferable.
- The ideal distance between you and the camera is 4 to 5 feet (*Refer visual guidelines*)
- Avoid shadow of your own body or any other remarkable object.
- Switch off your mobile or other voice-making devices.
- If you want to show some pictures on the screen during video recoding, keep them at your camera eye level.
- Avoid distractive movements behind the speaker. (e.g. people going from one side to another)
- You are free to show body gestures/body language that goes with the talk.
- Try to record your speech at medium speed with a little louder volume.
- Maintain the ideal proportion of your body or face with the whole video frame (*Refer visual guidelines*)
- Take a dry run / rehearsal before recording the actual video.
- Watch your own video after recording from the viewer perceptive.



## Visual guidelines for video recording

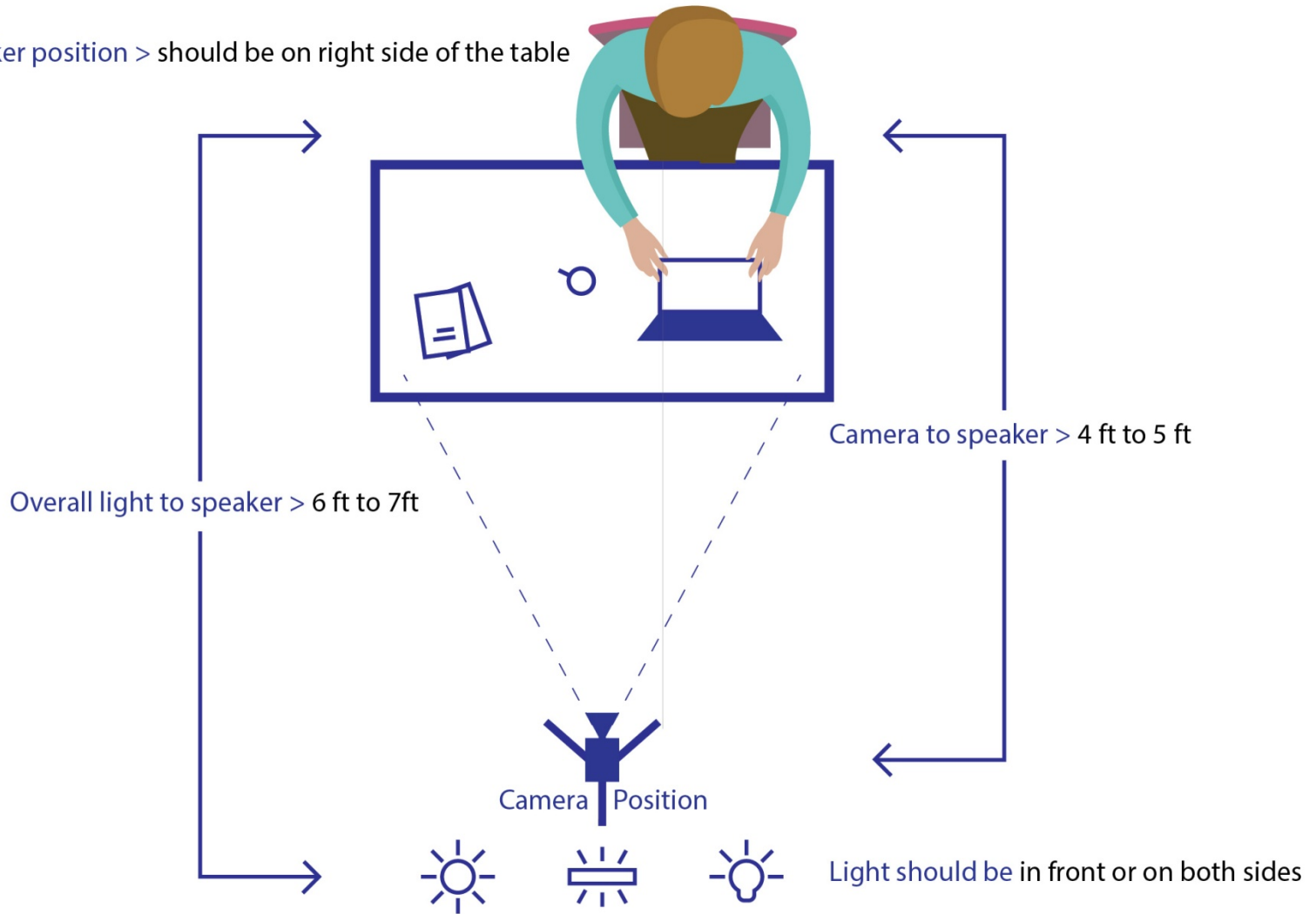
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Dear speaker,  
These visual images will help you making your  
video recording experience comfortable & easy to perform.

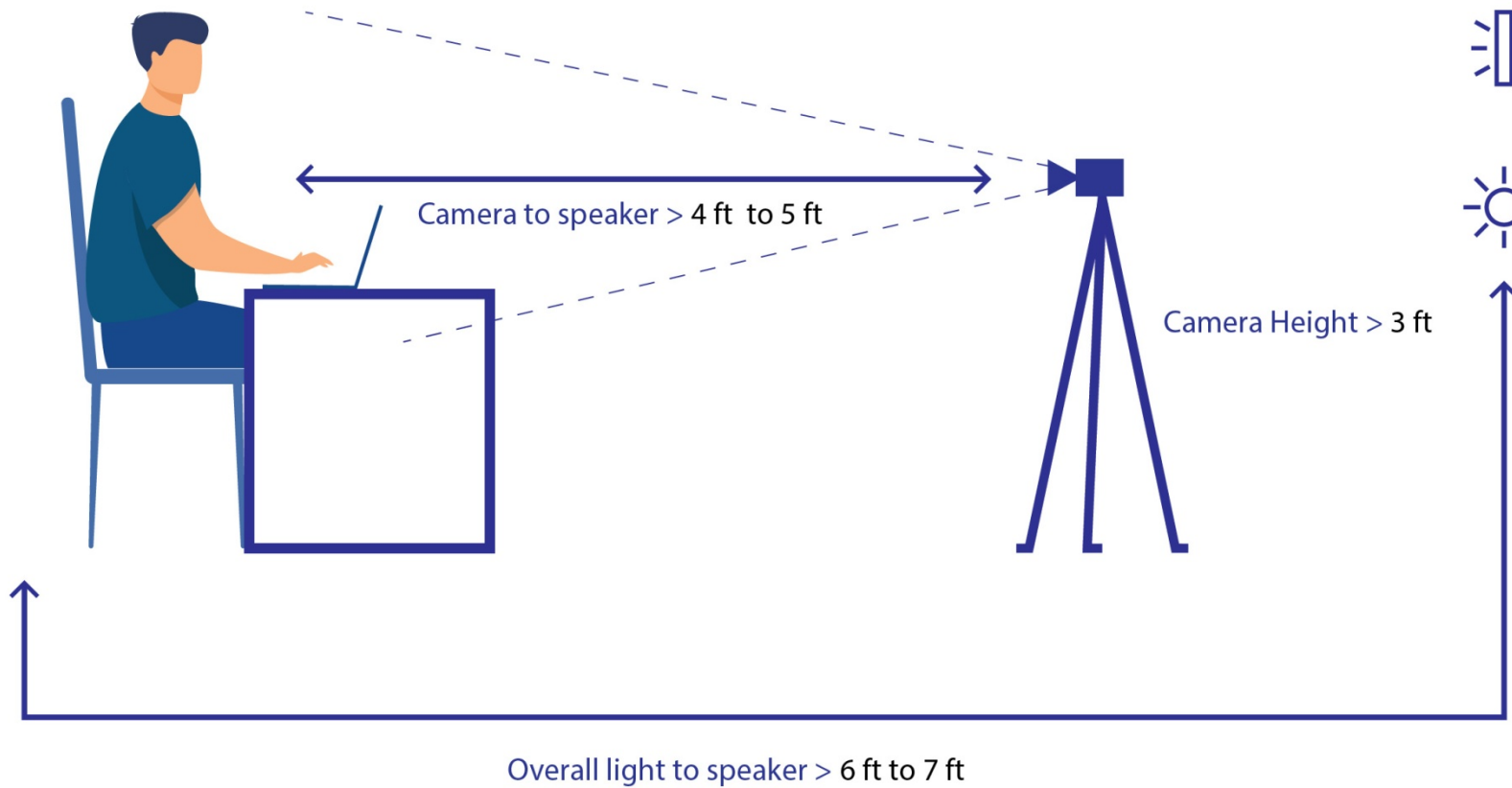
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Minimum area for the shoot > 10ft x 10 ft room or open space

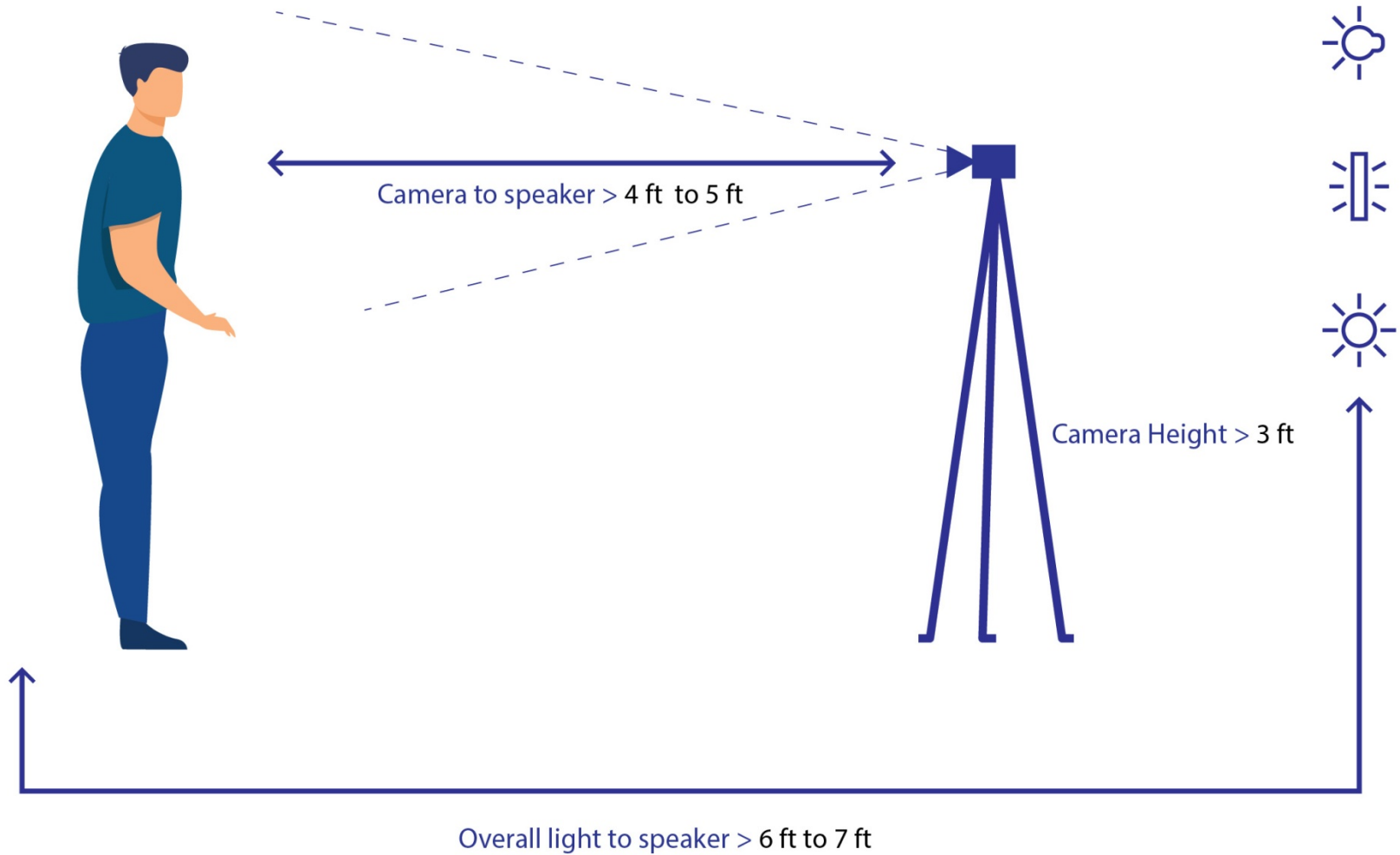
Speaker position > should be on right side of the table



Light should be in front or on both sides



Light should be in front or on both sides



## Final Frame for Bee talks video



Important points like  
Captions, Instructions,  
infographics, visual  
representation  
of the talks will be  
placed here.  
*(left side of the speaker)*





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Important points like  
Captions, Instructions,  
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Thank You



For more help on these guidelines  
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