

VIRTUAL DEPOSITIONS

TIPS FOR VIDEO OPTIMIZATION

Getting yourself and your home office optimized



Clothing that is plain and solid (dark) color is best, *at least from the waist up*. Stark white or

pale colors tend to blend your face into your clothes.

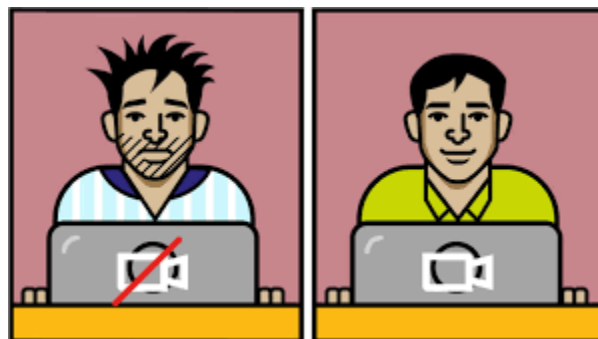
The **workspace** that has a cluttered background is distracting. Avoid using *virtual* backgrounds, as your image will result in *ghosting* or blurred images.

Natural **lighting** (avoiding overhead light) is best and provides a soft glow to your face. Position any supplemental light source (desk lamp) **behind** your screen.

Webcams and laptop cameras have wide-angle lenses. Sitting too close will distort your face. Try lifting your laptop on some books with the camera **angle** positioned head-on and slightly above eye level.



A shave or a little make-up can make a big difference.



If you *must* take a bite of something, please move **away from the camera**.

Try to **center** yourself by tipping the screen down so there is a small space above your head. Look



directly into the camera to better *connect with remote parties*. And **minimize body language**.



Moving around **or** shuffling documents can cause audio crackling or distortion.