



WEBCAM BEST PRACTICES

CLARITY OF COMMUNICATION

Need a Place to Start?

External webcams often provide superior quality compared to built-in ones. Consider investing in one while taking into account following factors:

- 1. Image Quality:** Look for a webcam with a high-resolution sensor (1080p or higher) for sharp and clear video.
- 2. Frame Rate:** Higher frame rates (such as 30 or 60 frames per second) result in smoother video playback.
- 3. Autofocus:** Ensures that your video stays sharp, even if you move around or change the distance from the webcam.
- 4. Microphone Quality:** If you'll be using your webcam for audio as well, look for features like noise cancellation for clear audio.
- 5. Compatibility:** Ensure the webcam is compatible with your operating system, any specific software you'll be using and with USB ports on your device.
- 6. Mounting Options:** Some models come with a clip for attaching to a monitor or laptop, while others may have a tripod mount for more flexibility.

Page 2: [Lighting & Positioning](#)

Page 3: [Audio & What to Wear](#)



WEBCAM BEST PRACTICES

LIGHTING

Use Natural Light When Possible

Position yourself facing a window during daylight hours to achieve the most even illumination.

Station Artificial Light

If natural light is not available, position a soft light source, such as a desk lamp or ring light, in front of you.

Avoid Backlighting

Backlighting, such as a window behind you, can cause your face to appear dark.

Avoid Overhead Lighting

Overhead lighting, such as ceiling lights, can cast unflattering shadows on your face.



POSITIONING

Eye Level

Position the webcam at eye level or slightly above to create a natural and engaging view for your audience.

Centered Frame

Ensure that you are centered in the frame of the webcam, with your head and shoulders visible.

Minimal Background Distractions

Choose a background that is clean, uncluttered, and free from distractions.

Test Beforehand

Conduct a test run with the webcam and presentation software to ensure everything is working properly.





WEBCAM BEST PRACTICES

AUDIO

Use External Microphones When Available

A USB condenser microphone or a headset with a microphone can provide better sound quality compared to built-in laptop microphones.

Check for Good Audio Placement

The microphone should be close to the speaker's mouth but not so close to pick up popping "p's" or certain words that hit the top of the audio levels.

Test Audio Levels

Make sure the volume is loud enough to hear, but doesn't pick up background noise or static.

Avoid Interruptions

Silence your phone and turn off notifications on your computer to avoid interruptions during the webinar. Inform colleagues or family members that you are in a webinar and should not be disturbed.



WHAT TO WEAR

Dress Professionally

Opt for attire that is professional and appropriate for the context of your webinar.

Avoid Busy Patterns

Choose clothing with solid colors. Patterns can create interference with the camera, known as a Moire effect.

Mind Your Accessories

Keep jewelry simple and understated to avoid drawing attention away from your message.

Contact Lenses

If possible, avoid glasses, which can cause glare; otherwise adjust lighting.



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