



# SACNAS

*Achieving True Diversity in STEM*

## How to Record & Upload Your Board Nomination Video

### PRE-FILMING CHECK LIST

- ✓ **CONTENT**
  - Video should feature the candidate alone (no guests), speaking directly to the camera and covering the following topics in a conversational manner:
    - Personal and professional background information
    - Evidence of your commitment to SACNAS and its mission
    - A description of why you are seeking to serve on the Board of Directors and what you specifically hope to contribute
  - We strongly recommend that you do not read directly from a document, but rather speak directly toward the camera.
- ✓ **AUDIO**
  - Choose a quiet space to record
    - Move away from traffic sounds or people talking
  - Start recording a few seconds before and end a few seconds after you finish speaking
- ✓ **LIGHTING**
  - Is the room bright enough? If the light seems dim to your eyes, it is likely too dark for your camera. Move to a brighter room if possible.
  - Don't back light yourself — avoid having bright lights, windows, or other strong light sources directly behind you.
- ✓ **FRAMING**
  - Find an interesting, but not overly distracting background. Make sure there isn't anything in the background that you don't want i.e. unsafe situations, horseplay, overly messy areas, etc.
  - Pay attention to the amount of space between your head and the top of the frame. Eyeball this, but it should be about 10% of the total height of the shot.
  - If recording with your phone, make sure it is positioned horizontally.
  - If possible, sit in a chair without wheels. This will prevent you from spinning, leaning, or moving out of the frame.
- ✓ **OPERATING CAMERA**
  - Stabilization
    - Hold camera steady. If possible, use a tripod or monopod for stability.
  - Orientation
    - If using a cell phone, make sure to keep it in landscape mode (not portrait)

### COMMON MISTAKES

- Zooming in — If your face is too far away from the frame, move the camera closer to you rather than zooming in. Zooming in can result in a pixelated video.
- Moving out of frame — If possible, sit in a chair without wheels to keep you in the right position.
- Bad lighting and/or background — Make sure you are not directly in front of a bright light and that the background isn't overly busy or distracting.

## **SUBMITTING YOUR VIDEO**

1. Record your video (5 minutes or less in length)
2. Name the video file with your first and last name, ie "FirstNameLastName2020"
3. Upload (drag and drop) the video file to SACNAS google drive:  
<http://bit.ly/sacnasbod2021candidates>
4. If you'd like, email [daniela@sacnas.org](mailto:daniela@sacnas.org) to confirm your file was received