

What to Expect when Filming a Video for the Video Journal of Biomedicine

Thank you again for agreeing to take part in a video for publication in the *Video Journal of Biomedicine*. We look forward to working with you on this project.

These guidelines outline all the information required before, during and after filming.

Our aim is to make the filming process as easy and natural for you as possible.

We recommend the following to help prepare you for the day.



Location

The shoot can take place at a location of your choice at the time discussed with the Publisher of *Video Journal of Biomedicine*. The location must be a quiet without any background noise. If permission is required to film in a certain location, please ensure this is in place prior to filming.

Ideally, we would like to film in front of a plain background. If this is not possible, please ensure the background is tidy and free of clutter etc. We do not recommend filming directly in front of a window.



Practice

We recommend that you practice using the agreed storyboard as much as is possible. Identify a keyword for each sentence, then build up and learn the order of the keywords. We can always hold these up as memory joggers or you can check your notes at any time.

Where images will be on screen with your voiceover, here it will be possible to read directly from the storyboard.

Mistakes are natural so don't feel you need to say every word 100% perfectly. We take as much time as you need to capture the footage required.

On the video you may need to speak a little slower than you would if you were having a normal conversation. Take time to highlight words with your tone and to pause.

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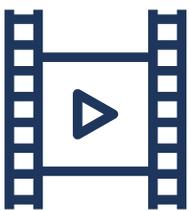
On the day

Please wear clothes that make you feel confident but avoid white, bright red or all black outfits. Avoid overly patterned outfits as these can 'flash' and distract.

Our videographer will meet you on the day of filming at the agreed time. They will spend 5-10 minutes setting up the camera as well as lighting. On some occasions we may use two cameras to obtain different angles. The videographer will provide you with a microphone to wear. They will also undertake a few practice shots to ensure the sound quality is working well.

The videographer will help guide you through the flow of the video. Where it is direct to camera footage, you will be expected to speak looking directly into the camera. Where you will be reading of the storyboard (when images will be shown on screen) please remember to use the same speaking pace as if you were speaking into the camera.

We recommend that the storyboard is readily available for you to read from as well as refer to when filming the to camera shots.



After Filming

Following filming the footage will be edited in-house, with the goal of producing the first proofs of the video within 3–4 weeks. You will receive a minimum of two video proofs to ensure the video meets your expectations. The first round of proofs should capture all changes you require, and the second round should be used only for any consistency or additional minor edits needed