

What to Expect when Filming via Webcam 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 recording a video via webcam.

Practice



We recommend that you practice using the agreed storyboard as much as is possible before the recording. Ideally it will sound more natural to learn section by section but if you are having difficulty then you may read from the script. In 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.

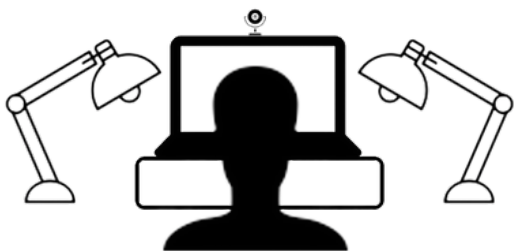
Set Up



Location - This must be a quiet without any background noise. Use a simple, clean, practical background without clutter - ideally in front of a wall with a clean background. Also try to find a location with carpet and curtains, which can deaden the room noise and improve overall audio quality.

Lighting - Set up in a location by a window if possible but without bright windows or lights behind you. If it is too dark, you should use a table lamp, placed at a 45-degree angle in front of you, to highlight your face.

Wardrobe - It's a good idea to think about your wardrobe. Solid white or black clothing and tight patterns should be avoided. Wear a complementary colour so that you don't blend in with the background.



Camera position - We recommend using a computer webcam. Position the camera right in front of you and at eye level so that you are looking naturally into the camera.

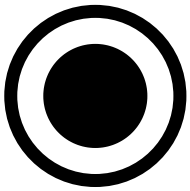
If filming using a phone, film holding the camera horizontally and again positioned at eye level.

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It is fine to read directly from the script during recording. If so, please ensure the script is positioned directly above or just to the side of the webcam so that your eye-line matches the webcam and you are not looking up or down.

Audio - In addition to the recording via the webcam, please also record the audio via your phone at the same time so we have two versions of the audio for the video.

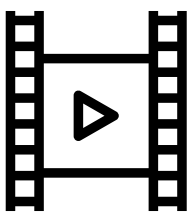


Recording

There are various free video recorder software applications available. For recording a video via webcam on a PC, we recommend the in-built recording app called Camera. For MAC users, QuickTime is a native application that can be used.

Don't worry about recording in one take - filming can be undertaken in sections (mirroring the sections of the video) that we can use for the final video. This will also aid transitioning between different pages of the script.

Alternatively, if preferred, we can undertake the recording via Zoom. We will arrange a mutually convenient time to do the recording and manage the recording during the call.



After the Recording

Following the recording, if you have recorded the footage yourself, please send all videos to us by WeTransfer or another application.

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