With PELA, everyone can produce good videos – because we support you from concept to finishing. Professional, quick and customized according to your wishes. Since 2012, PELA has stood for excellent service and videos in both face-to-face and distance learning and puts you and your content into the spotlight. And best of all, this service is free of charge for all members of the university – whether teachers, staff or students. You have an idea that you want to implement? Then book PELA now!

Book the studio now!
www.hs-wismar.de/pela

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*The studio is open to interested external parties.
Please contact us!*

Status: 01/2018

Photos: Hochschule Wismar, pixabay

RECORDING

Setting chosen, appointment agreed, materials created? Then everything is prepared for your recording in the studio! For most people, it is rather unusual to be in the focus of two cameras and many bright spotlights. In order to make sure that everything runs smoothly and to achieve an optimal result, we have compiled the most important information for the recording.

Acting in front of the camera

Start of the recording: When everything is prepared and you feel ready, the recording will be started after a small test. You get a signal from the director, then you silently count to three and start your lecture.

Rhetoric: Stay natural. Avoid artificial seriousness or a particularly funny appearance. Act calmly.

Eye contact: Look into the camera as you speak. In interviews and discussions, look at your partners and listen to them attentively.

Hold position: Since media will be added into the recording, it is important that you keep your position and only move imperceptibly. Of course you should fill the recording with life – but better with your hands than with your feet.

Slips: Smaller slips are no problem. Just repeat the word or phrase and continue. This also happens to professional speakers. However, if you think you have to repeat a whole section, take a break, silently count to three and restart your sentence or section. This short pause in the recording gives us the opportunity to cut the video precisely.

Pause: You can take a break at any time.

Stage fright: Since most lecturers are no professionals in front of the camera, many are at least a little nervous. This is in part due to the lack of feedback from an audience during the recording session, which is quite different from what happens in classroom teaching and lectures. However, this uncertainty is usually completely unnecessary. You are talking about a topic you are familiar with and which you are well prepared for. In most cases, it is not necessary to repeat the recording. We will provide you with appropriate feedback.

Finish of the recording: After you have spoken the last sentence, please silently count to three again before turning away from the camera.

Embed materials directly?

If desired, your video can be digitally enriched with your material directly during the recording. This might for example make sense if the recording is supposed to be transmitted via **live stream** in real time. Here is an overview of the advantages and disadvantages of the two options:

Live mixing	Subsequent mixing
+ requires little time and effort	– requires more time and effort
– recording cannot be modified later	+ recording can be modified later
+ live stream possible	– not appropriate for live stream

Data transfer

The finished recording will be sent to you as an **mp4 file**. It can also be made available on the university's **video server**.

Rhetorical tips

It's easier for the viewer to remember **short sentences**. Avoid long, nested formulations.

Catch your audience. Start with **small introductory phrases** – just as if you were explaining the facts to your friends.

Start with a hypothesis or outline your topic with **enumerations or quotes**. This livens up the situation and helps to develop a common thread.

3 | CHECKLIST "RECORDING"

Do not wear **green clothing and accessories** or mixed colours of yellow and blue (e. g. turquoise). In the green screen technique, these colours will be digitally replaced. For lighting reasons white clothing is recommended only in combination with a jacket. Also avoid **fine chequered** and **striped** clothing, as these patterns can create undesirable optical effects.

To prevent noise, please refrain from **clattering jewellery**. Keep necklaces, earrings and bracelets as discreet as possible. Do not drink **carbonated beverages** and do not eat too much beforehand.

Wear your **hair closed** if possible. If necessary, bring **powder** to conceal shiny facial areas. If you wear glasses, please **clean** them prior to recording.

Furthermore, there is an absolute **mobile phone ban** during the recording. Mobile phones must remain switched off in the control room.

If you want to use your **own laptop** to run the presentation, it must have an **HDMI port** or must alternatively be equipped with an **HDMI adapter**.

You want to cut and edit the recording yourself? Then please bring an **external hard disk** to save the raw material.

PELA – studio for video production

Quick, professional and need-based

SERVICE

What awaits clients in PELA?

The production studio for e-learning applications – short: PELA – is used to produce videos for learning and teaching. For example to place them on learning platforms such as Stud.IP and ILIAS – independent of time and location – but also to effectively stage student projects. Of course the clients are professionally supervised during their studio recording. No prior technical knowledge is required in order to use the PELA.

Before recording, the clients are made familiar with the rooms – first of all with the recording room, in which they later act in front of 25 m² of green screen and speak into two cameras. Thanks to the **green screen technique**, backgrounds and objects can digitally be added to the scenery. **Audio, image and video files** are added in the adjoining control and editing room – either directly during the recording or afterwards.

Thanks to the studio's equipment, the setting can be vary. Apart from the **individual lecture, discussion rounds and interviews with up to three people** are also possible. The protagonists can either stand or sit and can be captured from two different angles by two cameras. During the recording, they can read their texts from a **teleprompter** and control their presentation by **presenter or notebook**. It is also possible to display the recording live on a monitor. This is useful if the protagonist wants to point out something in his presentation precisely – much like in the weather forecast, for example.

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1 | CHECKLIST "SETTING"

- max. 3 people
- standing at the desk or sitting at the table
- fixed or changing background (photo and/or video)
- fixed setting or change of perspective
- speaking freely or with teleprompter
- recording and/or live streaming

This information is required if you arrange a **studio appointment online or by phone**.

Various settings

American setting
The camera shows the body to above the knees. This makes presentations, in which a lot of information is shown, more dynamic.

Semi-close setting
The camera shows the torso. This setting focusses on the face and the spoken words.

Dialogue situations
It is possible to capture a dialogue scenically. Both persons can be shown. In the first setting, the moderator speaks to the audience and has the opportunity to talk to the other party. In a second setting, the focus is on the interviewee, so that his or her statements are emphasized.


CREATE MATERIALS

Have you decided on a setting and arranged a studio appointment? Then everything is ready to go. Now it is time to prepare the content for your recording. Depending on the project and its complexity, this can be an extensive task. Read here what matters.


Recording components

Presentations as well as audio, image and video data can be added to your recording for enrichment. You can either create these materials yourself or use templates in the university's design.

Prof. Dr. jur. Bodo Wiegand-Hoffmeister
Rector of Wismar University

1920 px
1080 px
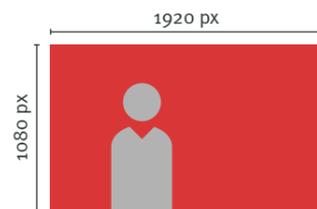
Background graphic / video
dimensions: 1920 x 1080 px
file format: jpg, mp4, mov
colour mode: RGB, 16 Bit

150 px

Max Mustermann
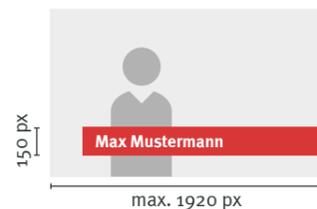
Belly band
dimensions: max. 1920 x 150 px
file format: png
colour mode: RGB, 24 Bit, alpha channel activated

max. 1920 px

Presentation

Presentation
file format: ppt
font: black on white
font size: min. 24 pt
key points: max. 6 / slide

When creating your presentation, please also take notice of the tips on the right.

Using the teleprompter

"Prompting" means reading from a reflective surface in front of the camera. The actor's gaze therefore remains directly on the lens. Since the spotlight is very bright, fine elements on a white background are difficult to read. Therefore, create a **separate file for the teleprompter** to ensure good readability.

Display on the teleprompter

Script
file format: ppt
font: white on black
font size: min. 24 pt
key points: max. 6 / slide

Save time and use templates!
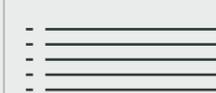www.hs-wismar.de/pela

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2 | CHECKLIST "MATERIALS"

- presentation (ppt)
- background graphics (jpg, png) and/or video (mp4, mov)
- script (ppt)

If the recording is to be **enriched live**, the **materials** must be sent to us **in advance**.

Designing the presentation

Research

Design your slides in a way that the **font is easy to read** (font size min. 24 pt). Do not show more than **6 key points per slide**.

Research

Do not write sentences on the slides, only key points. Let **images and graphics** speak.

Research

Research

Images liven up your presentation and make connections easier to understand. They also help with **speaking freely**.

Didactic tips

Summarize **the main points** of your presentation over and over again, so that the audience can recognize a **common thread**.

Set up your presentation step by step. Connect to previous slides and create **transitions**. It is a good idea to **ask questions** at the end of the lecture and to **give an outlook**.

When recording a classical lecture, the following **basic structure** is recommended:

1. Welcome
2. Brief introduction of your person
3. Brief overview of the topic and (learning) objective
4. Lecture
5. Brief summary
6. Closing