Tips for Recording Your ASSP SPY Nominee Personal Statement

The nominee must submit a personal statement on their views of the practice of safety, stewardship and future vision. They may choose to submit either a short video (2 minutes or less) or statement of 500 words or less. These tips may be useful when submitting the video option.

- Use your webcam or other mobile device to record a brief video of yourself.

- If recording on your phone, please set it on a surface (or tape it to a wall or door) at or just above eye level. And please be sure to place it horizontally (so that the picture is wider than it is tall).

- If you are recording on a Mac or iPad, you can use QuickTime Player. Select the "New Movie Recording" options and go from there.

- In Windows 10, use the Camera app. To record videos with the Camera app, you first have to switch to Video mode. Click or tap the Video button from the right side of the app's window. Then, to start recording a video with the Camera app, click or tap the Video button again.

- Record in a space where you are as distant as possible from ambient noise like traffic or background conversation, and where you do not expect sudden noises, like dogs barking or doorbells ringing.

- Position your webcam so that it records your head and shoulders and sits about eye-level, no higher than your hairline.

- Adjust your framing. Start by positioning yourself about an arm's length away from the screen. Leave a bit of space between the top of your hair and the top of the frame.

- Keep the light source in front of you, not behind you. To improve your lighting, try this pro DIY tip: Take a tall lamp and set it next to the computer on the side of your face you feel is best. The lamp should be in line with and slightly behind the computer, so the light falls nicely on your face. Then put a piece of white paper or a white tablecloth on the desk where you are sitting, making sure it can't be seen in the frame.

- Be sure you background is uncluttered to avoid distracting your viewers. And, give yourself some distance from that background if possible. This separates you from the background and keeps viewers' attention on you. It also makes any shifts of focus from the camera to your content less noticeable and distracting.

- If you have notes with information you don't want to forget, tape them to the computer or at eye level on a nearby surface so you don't have to look down at them.

- With respect to attire, there are no particular colors to avoid, but solids are better than patterns. Shirts with a **small** company logo or an ASSP logo are ok, too.

- Record a test recording to check the quality of your audio and video.

- Remember to make eye contact and smile while recording, just like you would in a live session. (And it's ok to blink, too!)

- You are allotted up to two minutes for your statement. To help you manage your time, set a silent alarm or timer on another device and place it out of camera range but within your line of sight. This will help you keep your session on track.

- If you wear glasses, you can limit glare from your computer screen by turning down the monitor's brightness or sitting farther away.

- Pause for 3 to 5 seconds before beginning and at the end of your video.

- Record all the way through without pressing stop until the very end.

- Once you have completed your video, save your video with your **Name** and the **Date** (example: "Haguewood_November 2023")

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If you have any questions or need additional help, please contact G.petri@saundersinc.com.