

Filming yourself

Environment	Find a quiet place preferably indoors. If there are other people in the house let them know you are filming. Perhaps place a notice on your door to avoid any cameo appearances.
Format	<ul style="list-style-type: none"> • Use the filming function on your laptop or mobile phone • Pin the sheet up on the other side of your screen so you can refer to it, but you're not looking down to read it • Don't worry if you have to restart or gather your thoughts – we have the tools to edit out breaks between each answer
Framing	<ul style="list-style-type: none"> • If using smart phone use landscape orientation • Leave room between top of head and top of frame • Position camera at eye level – look straight towards camera
Background	<ul style="list-style-type: none"> • Make sure you are the main focus in the frame and not a bobbing head or even worse, headless! • Don't sit too close to white wall, it can cause distracting ominous shadows • What's behind you? Check the rest of your frame. The audience attention may wander if they see your laundry drying in the background
Lighting	<ul style="list-style-type: none"> • Choose somewhere bright with natural light if possible. • Try to position yourself facing a window/light • Avoid sitting with window behind you

The practicalities

On your laptop

- Select camera option from the start menu
- Forward facing camera: Set your camera to forward facing by toggling the camera icon (top right) until you can see yourself in the frame.
- To record simply select the video icon option and begin recording

On your phone

Landscape orientation – to avoid two black vertical bars along both sides of your footage please ensure that you use landscape orientation while recording.



Framing – completely fill the frame with your subject. You can also place yourself slightly off-center to create a more visually interesting scene. Just play around and see what looks best.

Position your phone at eye level and look straight towards the camera to connect with the viewer.

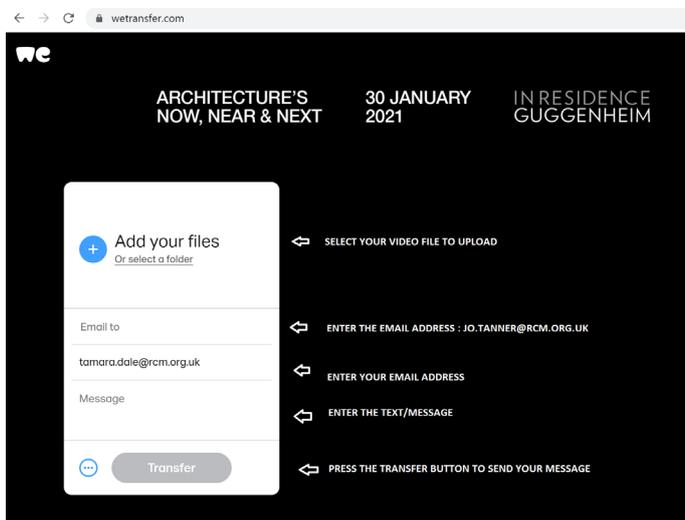
On many phones you can lock the focus on the subject by tapping on it on the screen.

How to send your video using WeTransfer

To send your video please use a secure website called WeTransfer which enables large video files to be transferred securely for free over the internet:

Step 1: Got to the WeTransfer website www.wetransfer.com

Step 2: Complete the details on the screen as follows:



The screenshot shows the WeTransfer website interface. At the top, there is a navigation bar with the WeTransfer logo and the text "ARCHITECTURE'S NOW, NEAR & NEXT", "30 JANUARY 2021", and "IN RESIDENCE GUGGENHEIM". Below this is a form with the following fields and instructions:

- Add your files** (with a plus icon and "Or select a folder" link) → SELECT YOUR VIDEO FILE TO UPLOAD
- Email to** (with "tamara.dale@rcm.org.uk" entered) → ENTER THE EMAIL ADDRESS - JO.TANNER@RCM.ORG.UK
- Message** (with "tamara.dale@rcm.org.uk" entered) → ENTER YOUR EMAIL ADDRESS
- Message** (with "tamara.dale@rcm.org.uk" entered) → ENTER THE TEXT/MESSAGE
- Transfer** button → PRESS THE TRANSFER BUTTON TO SEND YOUR MESSAGE

Step 3: You will be sent a verification code to your email address. Enter this code in order to begin the transfer of your video file

Step 4: The video will now be sent directly to Jo Tanner, Associate Director of Communications

The file will begin "transferring" and will say "Transfer complete" when your file has been sent.

Step 5: You will receive a confirmation email confirming that your video has been sent to jo.tanner@rcm.org.uk