

# Chapter Technical Meeting Recording and Distribution

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# Outline

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2. Benefits, Value
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6. Optional Post-editing
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# 1. Purpose, Goal

# Member's value proposition includes Meetings (2013 meetings)

## NUMBER BY CLASSIFICATION

REGION	# MTGS.	TECHNICAL	ADMINISTRATIVE	NON-TECHNICAL
1	1,202	752	266	184
2	622	379	151	92
3	868	535	205	128
R4 716 in 2014	684	418	176	90
R5 1065 in 2014	961	574	232	155
R6 1584 in 2014	1,434	866	407	161
7	986	681	199	106
8	2,618	2,023	438	157
9	1,658	949	494	215
10	4,862	3,284	1,079	499
TOTALS	15,895	10,461	3,647	1,787

Industry Practitioners find value in local meetings, sometimes over academic conferences and journals

# Motivations for Meetings Recordings




## SC2014 Recommendation #4

- *Provide a tool to build, promote, record, host and broadcast technical events at the local level and make them available to IEEE members.*

# Motivations for Meetings Recordings

SC2014 Recommendation #4

MGA Response

- *Resolved that MGA facilitate and provide the suite of tools for web conferencing that includes **WebEx** and **Google Hangouts** as well as Technical Meeting Recordings using  **Camtasia**, which does not require internet connectivity*

IEEE NIC funding of chapter meeting recording effort in 2015 and 2016

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## Volunteer Remote Conferencing

### ♦ Volunteer Remote Conferencing Menu

[Remote Conferencing Home](#)[Remote Conferencing Support and FAQs](#)

Today more than ever, IEEE members and volunteers are seeking fast, easy-to-use solutions to their technical information needs. In response, IEEE Membership and Geographic Activities (MGA)

Information Management group is committed to doing business electronically and supports many electronic services in order to accomplish this vision at no cost to organizational entities.

To support this vision, MGA provides a remote conferencing service to geographic organizational units for online meetings, webinars, training, demos, and presentations. The service is available to MGA Board members and MGA Board Committees, as well as Region and Section executive committee officers.

The WebEx service provided to geographic organizational units (OUs) by IEEE MGA is not self-administered. If your OU uses WebEx regularly, please [e-mail the vTools Team](#), as it may be possible to get additional accounts that are available on demand.

#### On this Page:

- › [To use this service](#)
- › [Training information](#)

# Initiative Goals

- Demonstrate an opportunity to create a new class of Intellectual Property (IP) that benefits members.
- Shows methods for capturing IEEE local Chapter technical meeting presentations and
- Provides a way for these recorded presentations to be stored and accessed by IEEE members
- Recordings will be a video of the presentation combined with the voice of the presenter. IP will provide membership value, increase MGA/TAB technical assets, and attract funding for improved Chapter programs.



## 2. Benefits, Value

# Overcoming Current Barriers to Access

- Some Sections / Chapter geography limit high attendance at Technical Meetings
- Members who miss the Technical meeting, never have another viewing opportunity
- Technical meeting slides are mostly not archived on Sections / Chapter websites
- Call for Lecturers do not offer ongoing publicity / visibility of their talk
- Sponsoring Societies focus is on peer review articles for Xplore, and not on Technical Meeting recording & archive

# Technical meetings provide value

- Technical meetings are an important product and service to both Section, Chapter, and Society members
  - Provide membership value in terms of education and networking
  - Attracts new and retains members
  - Attractive to Industry Professionals
- Show the vitality of the Section/Chapter leadership

# Technical meetings provide value (cont)

- Section & Chapter leaders are motivated to select the best fit lecturer for their local membership
- Builds IEEE Brand locally
- Industry Practitioners especially values Chapter Technical Meetings
- Many Lecturers first public experience is in front of their Section or Chapter

# Global access from Section/Chapter & sponsoring Society websites

- Chapters and their Societies could build up Technical Meeting IP along with searchable metadata
- IP offering: abstract, pdf slides, Lecturer bio, and Camtasia video stream and downloadable file
- Membership value

# 3. Big Picture: Chapter Technical Meetings



# Technical Meeting Time Line

1. Section / Chapter Program select local interesting topic
2. Call for Lecturers on this topic
3. Lecturer submission
  - Author Name, photo, bio, title, keywords, description, willingness to release IP, availability dates
4. Acceptance with date; Author signed release form
5. Technical Meeting announcement
6. Technical Meeting
  - Presentation laptop load & install, configuration test
  - Record live presentation, Q&A
7. Recording preview, submission, & distribute
8. Post editing option
9. Social networking



# 4. Audio recording



# Audience/Audio Basics

- For small venues (~20-30 people or less)  
House Audio is Not Required BUT may be used if available
- Use of the built-in laptop microphone is Not recommended
- The recommended wireless microphone system supports all presenter styles
  - Podium/fixed
  - Lavalier
  - Headset
- Set up wireless mic's and receiver in accordance with system manual
- Recommend headset mic for presenter and handheld for audience



# Putting it all together

- Make a short test recording
- Check level, clarity
- 5 volume/gain controls
- Avoid highest gains due to potential distortion
- Troubleshooting

# 5. Camtasia recordings

# Camtasia Software

IEEE members can purchase a full version of Camtasia software

- Purchase must be made with an [ieeemember@iee.org](mailto:ieeemember@iee.org) email address
- \$50 each for Camtasia Studio (windows)
- \$48 each for Camtasia for Mac
- Purchase at: [http://shop.techsmith.com/store/techsm/en\\_US/DisplayActivatePurchasePlanPage/marketID.4926100](http://shop.techsmith.com/store/techsm/en_US/DisplayActivatePurchasePlanPage/marketID.4926100)

# Recording Operations

- Download and install software on presentation laptop
- Acquire presenter's copyright
- Make a video recording (12 detailed steps)
- Edit recording and convert to MP4 file
- Upload finished recording with meeting metadata to initiative web site

# IEEE Legal Approved Release

## **SPEAKER/PANELIST RELEASE FOR IEEE RECORDING**

### **PRESENTATION RECORDING**

The IEEE is hereby granted the right to:

- 1) Record my presentation, including a visual recording of the slide deck and an audio recording of the associated presentation talk, with talk title, talk abstract and biography for use by the IEEE and to edit that content as needed.
- 2) Copyright the recording of this presentation
- 3) Use my name, picture, talk title, presentation abstract and biography (metadata) in connection with this recording to aid in searching and watching this recording.
- 4) Advertise the existence of this recording and associated metadata in order to encourage viewing of the recording.

I (**speaker/panelist name**) retain the right to:

Use the presentation materials, presentation, visual aids and any other material prepared by me for the above-mentioned presentation in any manner I desire, including publication and other presentations.

Accepted by:

\_\_\_\_\_  
Speaker/Panelist's Signature

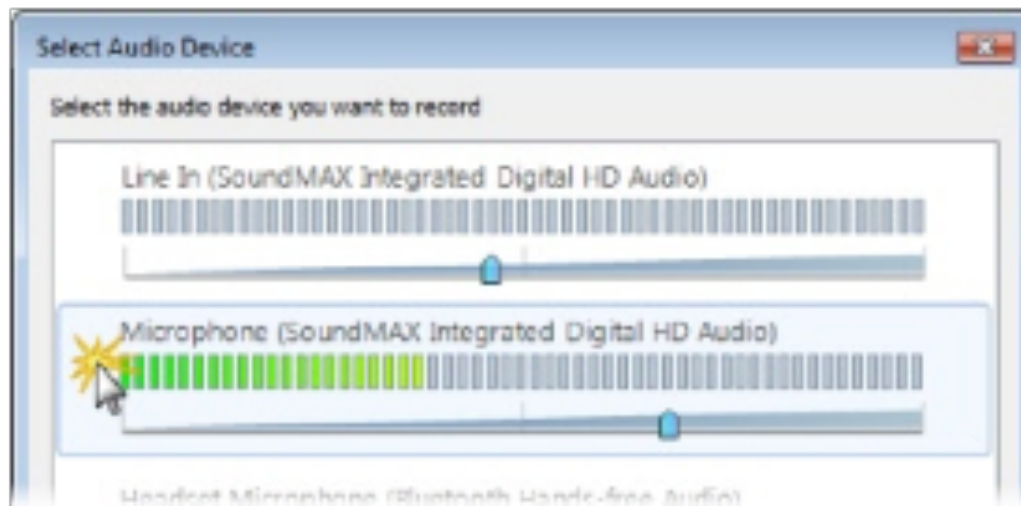
\_\_\_\_\_  
Speaker/Panelist's Name (please print)

\_\_\_\_\_  
Speaker/Panelist's Email (please print)

\_\_\_\_\_  
Date

# Make a Video Recording

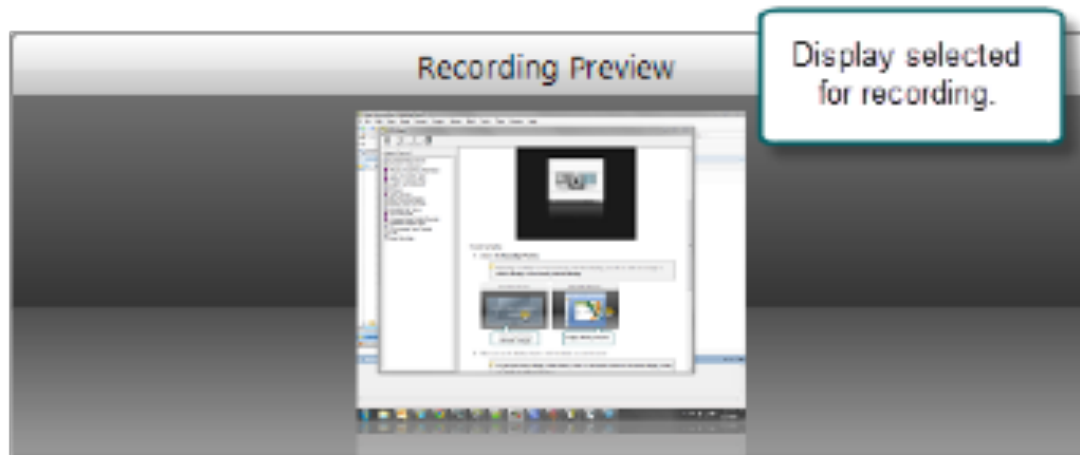
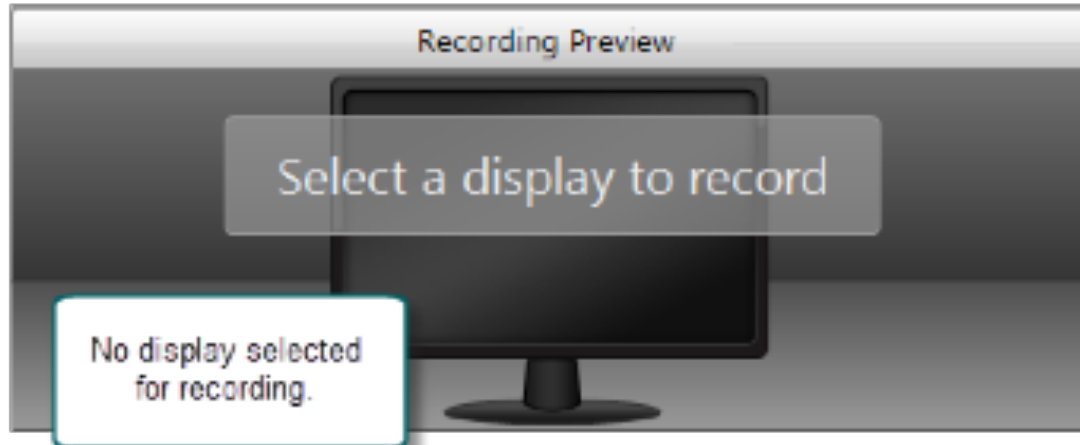
1. Click the Audio button and select an audio device in the Select Audio Device dialog.



Select Record System Audio to include the sound you hear from your speakers in the recording.

# Make a Video Recording (cont)

4. Select which display to record if using a projector displaying a different screen or multiple displays.





# Make a Video Recording (cont)

7. Make a test recording to verify that you are recording from the correct display, camera, and audio device.
8. Click the Record button. The recorder is minimized to the system tray.



9. Give your presentation. Camtasia records everything on your screen, selected camera, and the selected audio device.
10. Stop the recording using the icon in the system tray.

# 6. Optional Post-editing

# When to edit

- Common recording pitfalls that may need post editing
  - Undesired pause-and-resume transitions
    - Due to technical churns, multiple sessions (e.g. a 3-hour long tutorial)
  - Unbalanced recording volume levels due to moving of microphone positions
- Two case studies San Diego section put online
  - Long tutorial that has session breaks recorded <https://www.youtube.com/watch?v=CLQHyiXxOZQ>
  - Unbalanced recording volume levels <https://www.youtube.com/watch?v=QyYqsOBG6ZU>

# Optional Post-editing, cont.

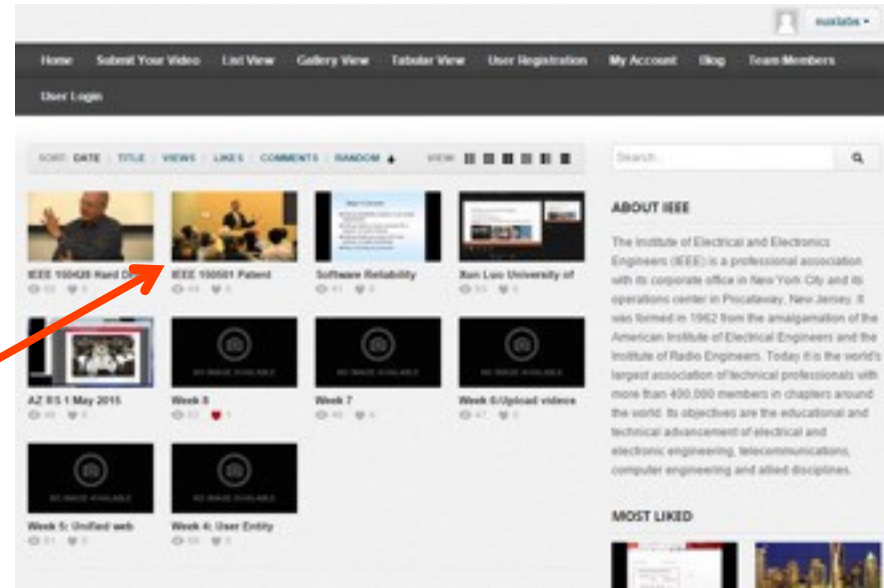
- Post editing is also useful for
  - Branding/opening trailer
  - Close capturing and other textual materials
  - Side-by-side or picture-in-picture video
    - E.g. with presentation slides, web pages, annotations



# 7. Posting Recording

# Recorded Meetings Initiative

- Recording OU (Section/Chapter/Conference) Meetings using Camtasia software and microphone sets
- Videos are archived and can be easily searched with filter criteria
- >200 Recordings to date (nuxlabs.org)
- Total views to streaming content >23,755 from 2,317 unique IP addresses
- Transferring content to IEEE.tv, site with >25 recordings now at <https://ieeetv.ieee.org/ieee-local-events/the-memory-of-cars-talk-by-tom-coughlin>



# Migration to IEEE Hosting

<http://sites.ieee.org/vtools/sc4-2/>

IEEE vTools

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"Providing tools to the volunteers and staff who support our members."

Type Here to Search



## Quick Links

- «« IEEE Section Vitality Dashboard
- «« vTools eNotice
- «« vTools Events (Meetings)
- «« vTools Meetings Reporting (L31)
- «« vTools Officer Reporting

## Remote Conferencing and Screencasting

IEEE MGA volunteers are seeking to expand the local technical meeting to a worldwide audience and to create a searchable recording meeting repository.

To advance this effort, volunteers at IEEE Sections Congress 2014 approved a recommendation to "build, promote, record, host and broadcast technical events at the local level and make them available to IEEE members".

We have several tools to choose from to run a web conference or record an offline event. You can view details about these tools below to select one that best matches your need.

We encourage you to record your technical meetings and [upload them to IEEE TV channel](#) dedicated to volunteer recording of technical meetings. Prior to creating your video please review [best practices](#) compiled by the IEEE TV production team. Following those practices will ensure that your video is of high quality and can be included on [IEEE TV](#).

# Uploading technical meeting recordings to IEEE TV

Before you can [submit your recording to IEEE TV](#), please make sure it is in MP4 format (at this time only MP4 files can be uploaded to IEEE TV). If you do not have a video file conversion utility, you can install a [free video file converter](#) or use a [free online service](#) to convert your file to MP4.

If you need to convert a WebEx recording to MP4 format, please send an email to [mga-im@ieee.org](mailto:mga-im@ieee.org)

Once you have a recording of your technical meeting in the required format, submitting it to IEEE TV is easy. Simply [fill out a form](#) to describe your video, provide access rules (general public or IEEE members only), and include your contact information.

Once you provide this information, you can upload your video and submit the form. Note that to fill out the form and upload your recording, you will need to login with your [IEEE account](#).

After your video is submitted, IEEE staff will review and post it on the [IEEE TV series dedicated to technical videos produced by volunteers](#). This is normally done within 3-5 business days. When your recording is posted on IEEE TV, you will receive an email with a direct link to your video.



# Resources

- A more complete presentation with a focus on TechSmith Relay can be found here:  
[http://ieee-region6.org/files/2016/02/Chapter-Recording-and-Distribution-Tools-R6\\_R5\\_R4-Walz\\_TC160130.pdf](http://ieee-region6.org/files/2016/02/Chapter-Recording-and-Distribution-Tools-R6_R5_R4-Walz_TC160130.pdf)
- Some tips, tricks and best practices for recording:  
<http://sites.ieee.org/r6-ne/2016/03/30/meeting-recordings-tips-tricks-and-best-practices/>
- For microphone sets contact Scott Tamashiro at:  
[tamashiro@ieee.org](mailto:tamashiro@ieee.org) (We have NIC funds for this in 2016)