Region 4 & 6 Learning Lab for Chapter Recording and Distribution

- San Diego, CA
- 25-Jan-2015
- John Walz, Director 2015-16, IEEE Board

IEEE SECTIONS CONGRESS 2014

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Outline

1. Introductions
2. Purpose, Goal - Coughlin
3. Benefits, Value - Walz
4. Big Picture: Chapter Technical Meetings, ?
5. Big Picture: Technology, Fallenstein
6. How connect & record audio, Dennison
7. How make video recordings, Wei
8. Lab experiences
9. Optional Post-editing, Luo?
10. Q&A ➜ Commitment

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1. Introductions

- Train-the-Trainer
  - Ron Dennison
  - Mike Fallenstein
  - Xun Luo
  - Joseph Wei
- Champions
  - Tom Coughlin
  - Bob Parro
  - John Walz

- Section Officers
  - "trainers"
- Regional Officers
- IEEE staff
  - Ray Kahn
  - Pradeep Pamula
  - Ted Rozolis
  - Steve Woods

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2. Purpose, Goal

Goal

〉 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.

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Current Barriers

- 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

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Motion

- IEEE Computer Society MGA supports for conducting Chapter Technical Meeting Recording and Archive pilots in Region 6, with technical advice from staff

  - John Walz, Division Director-elect
  - Tom Coughlin, Region Director-elect
  - IEEE Computer Society MGA ExCom
  - 5-Feb-2014

IEEE NEW INITIATIVE: SEED GRANT PROPOSAL

Proposed New Initiative	
Initiative Name	**Chapter Technical Meeting Recording & Distribution**
Initiative Number	*To be assigned upon submission*
Date Submitted	8-June-2014
Initiative Leader Contact	Tom Coughlin, Region 6 Director Elect
Alternate Contacts	John Walz, Division 8 Director-Elect
Contacts E-Mail Addresses	tom@tomcoughlin.com, j.walz@computer.org
Phone/Extension	408-202-5098, 630-961-3222
Organizational Unit Sponsor(s)	MGA Region 6 and Computer Society

1. **Abstract** (not to exceed 100 words)
   Provide a description of the proposed initiative to be funded by a one year seed grant.

An Opportunity to Create A New Class of IP that Benefits Members: Capturing IEEE local section chapter technical meeting presentations and providing a way for these recorded presentations to be stored and accesses by IEEE Members. These recordings will be a video of the presentation combined with the voice of the presenter. This IP will provide membership value, increase MGA/TAB technical assets, and attract funding for improved Chapter program

Learning Lab Purpose - Tool Demo as part of a process

› Demo a capability
  – How to use it
  – Help audience understand how easy it is to use
  – How volunteers can incorporate in a meeting when they return to their units

› Engage the audience
  – Ask if they used the product and/or process
  – Identify issues users may have experienced

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3. Benefits, Value

Technical meetings provide value

- Technical meeting is 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
- 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

Technical Meetings could be a new IEEE Intellectual Property

› All IP has an segmented audience with a variety of price points

Value for stakeholders

› Local Chapter, Section, and Region members

- miss a technical meeting

› Society's related technical communities

- Global access
- IP offering: abstract, speaker bio, pdf slides, and Camtasia video file

› IEEE members involved in continuing education

- Membership value
- searchable metadata

› Non-IEEE members

- consumers of IEEE store
- realize the advantages of joining the associated Society and/or IEEE

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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, speaker bio, and Camtasia video stream and downloadable file

- Membership value

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4. Big Picture:
Chapter Technical Meetings

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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

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5. Big Picture: Technology

Secure Hosting

Desktop and Mobile Recording

Easy Viewing and In-Depth Analytics

TechSmith

IEEE

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Big picture

6. How connect & record audio

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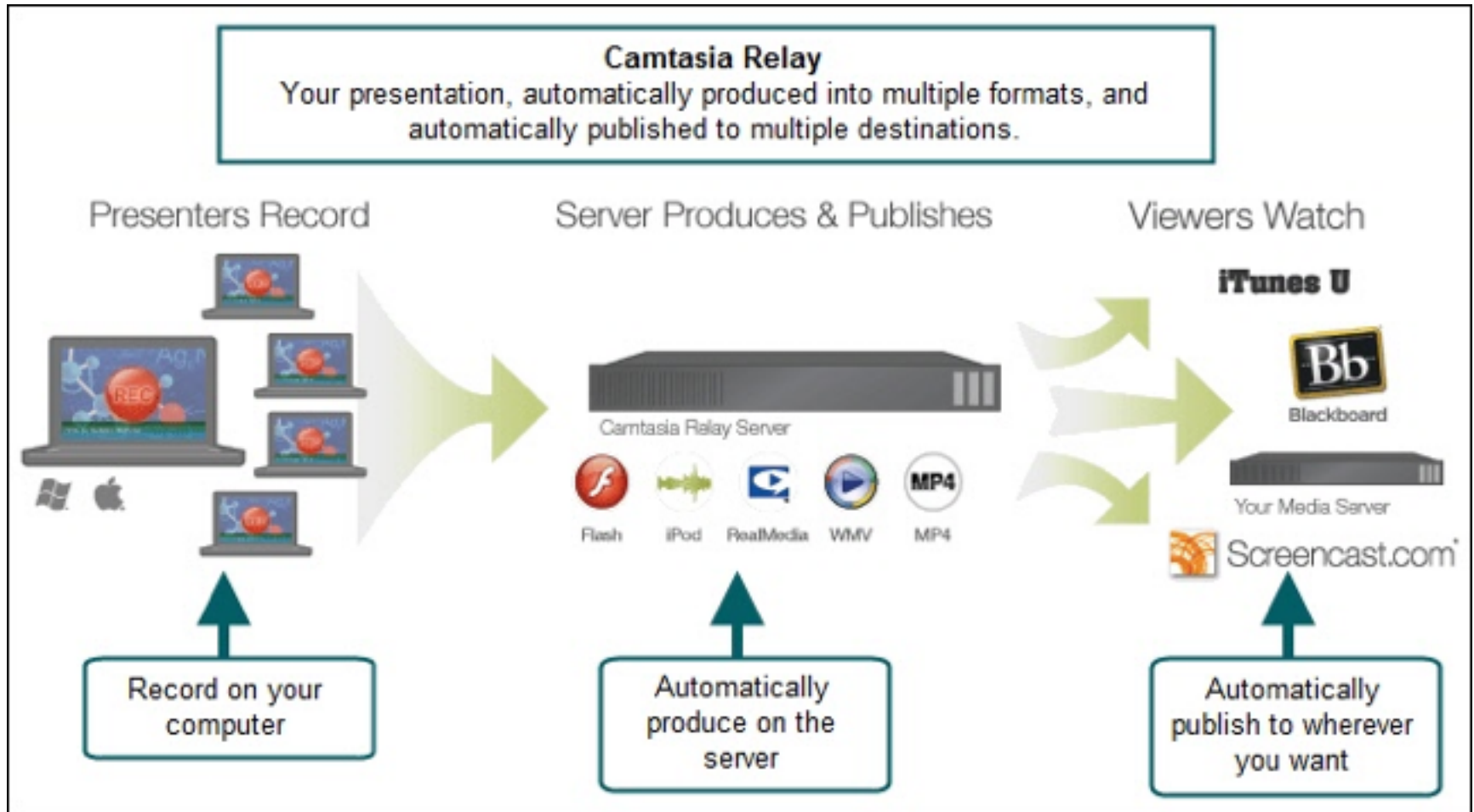
Audience/Audio Basics

- 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
  - Lavaliere
  - Headset

- Set up wireless mic's and receiver in accordance with system manual

- Recommend headset mic for presenter and handheld for audience

Connection to PC and Mixer
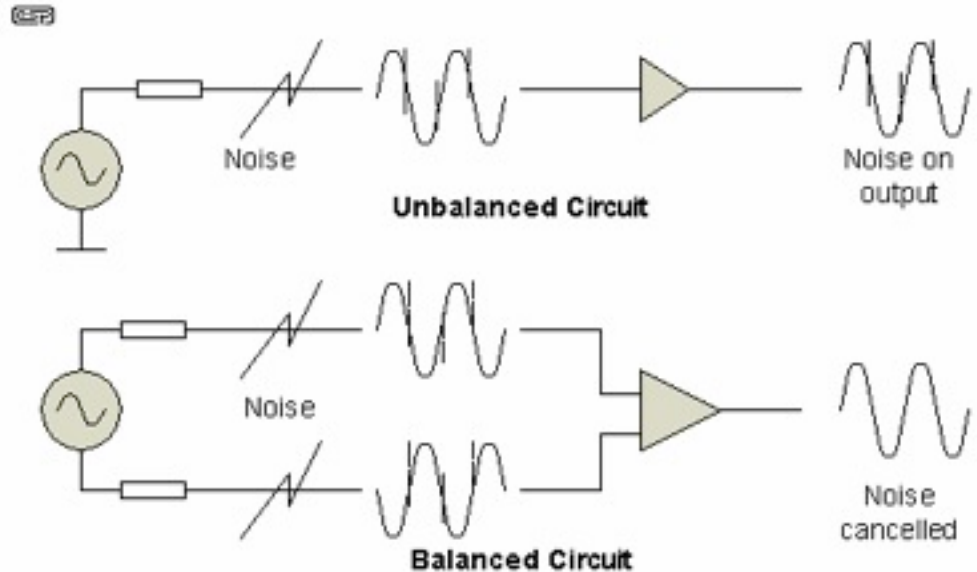
Use of balanced cables is only necessary with very long cable runs or when the audio cable is run alongside ac power cables

CASE 1 - No house audio (small group) Hookup to Camtasia PC Only

1/4" TS phone plug

1/8" TS phone plug

CASE 2 - Using House audio With access to mixer

Wireless Receiver

1/4" TS phone plug

XLR Cables

1/8" TS phone plug

Laptop

Mixer

CASE 3 - Using House audio WITHOUT access to mixer
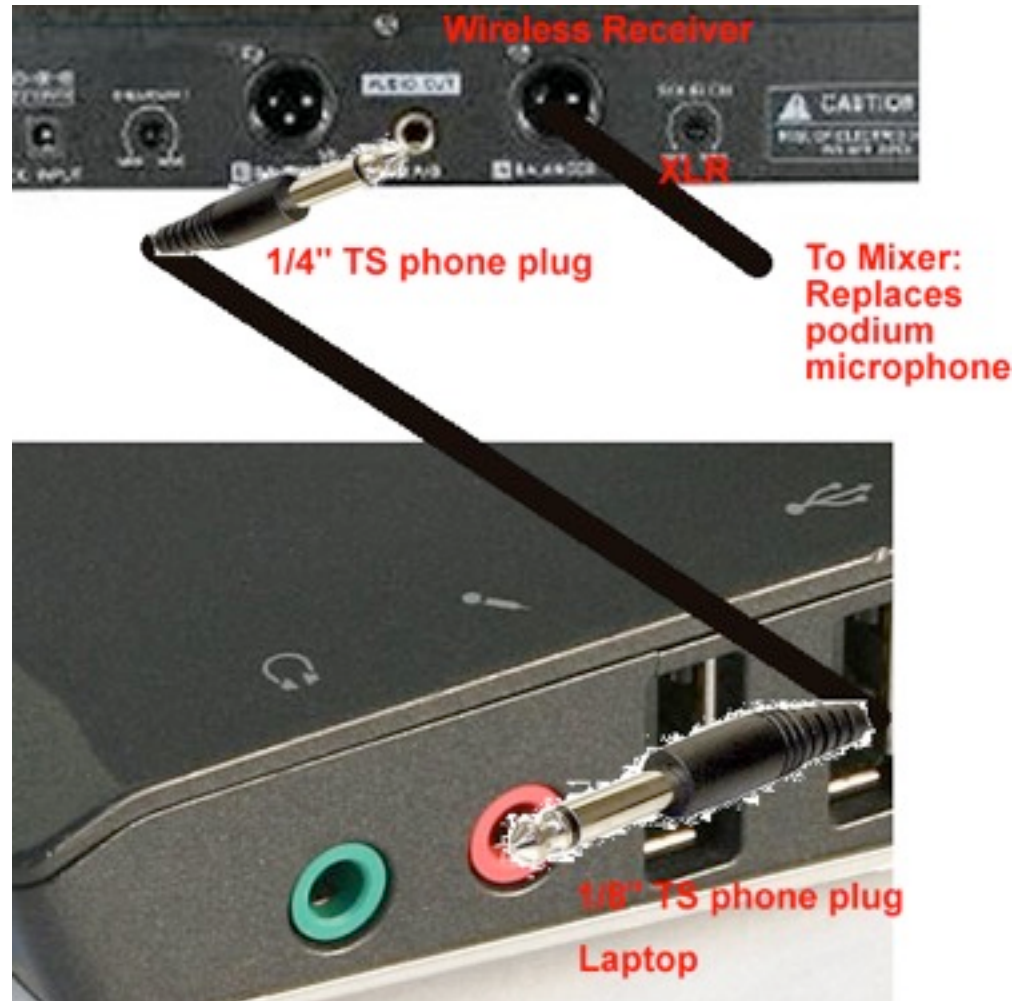
Microphone and Recording Basics

- Distance/Position is everything!

- Each Microphone has different/ unique requirements

Handheld dynamic microphone 4" ~45 degrees out of plane
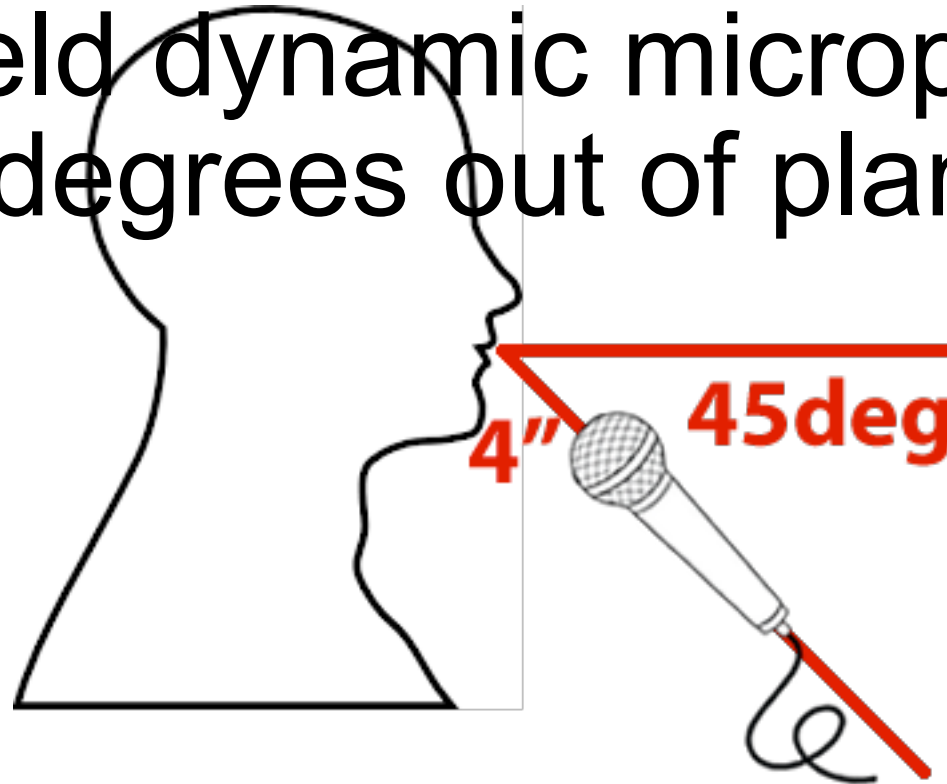
Lavaliere (midline as close to throat as possible)

Headset - corner of mouth, flat/front of transducer facing and parallel to face

Putting it all together

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

7. How make video recordings

- Download and install software on presentation laptop
- Acquire Presenter's copyright
- Make a Video Recording (12 steps)
- Submit recording for encoding on server
- Receive email with recording URL link

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Login for software install

Camtasia Relay software downloads

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CONSENT AND RELEASE

Make a Video Recording

1.Launch TechSmith Relay Recorder.

2.Log in with your username and password.

3.Click the Audio button and select an audio device in the Select Audio Device dialog.
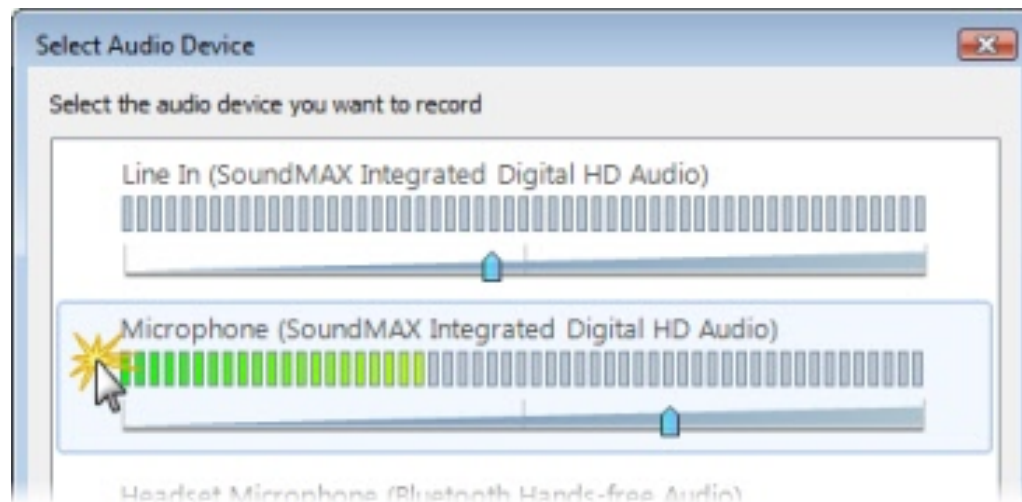
Select Record System Audio to include the sound you hear from your speakers in the recording.

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Make a Video Recording (2/5)

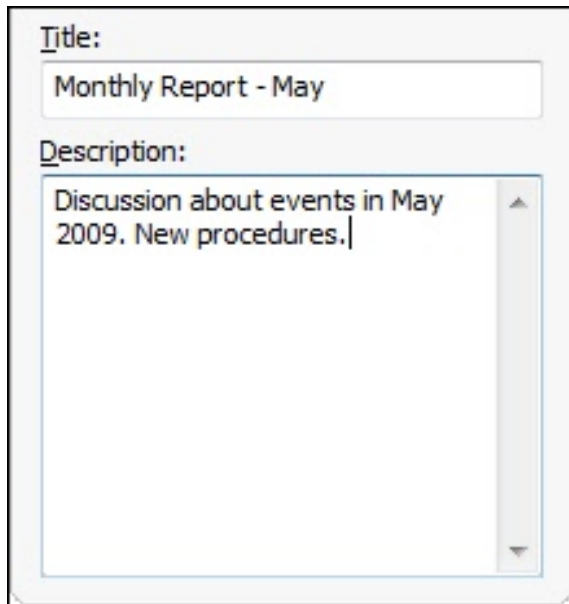4. Select which display to record if using a projector displaying a different screen or multiple displays.
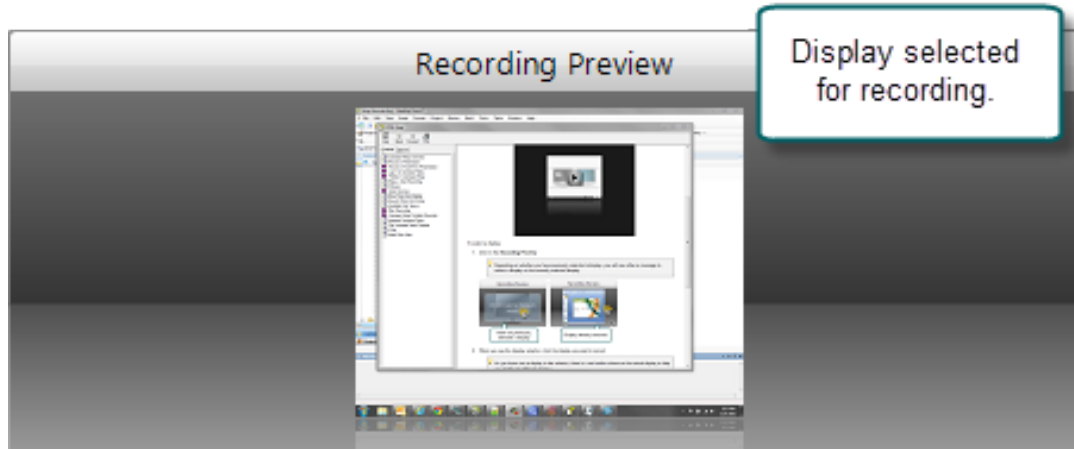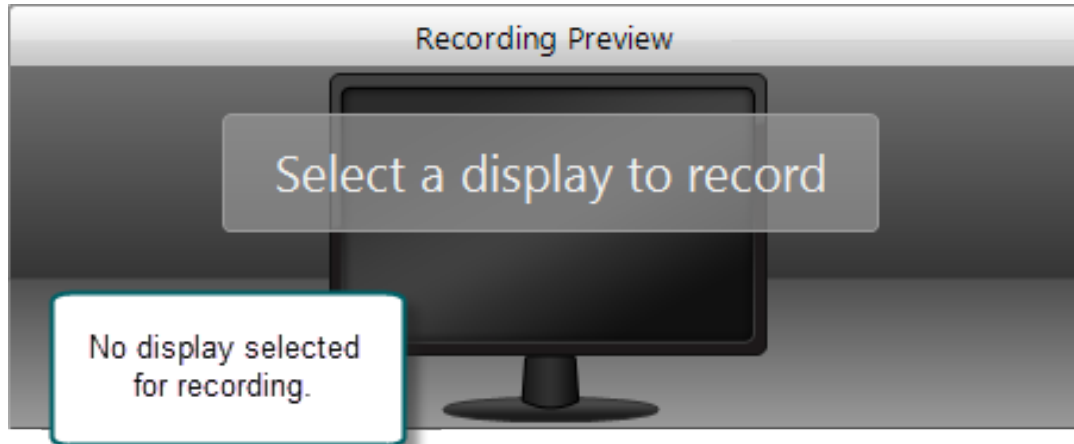
Make a Video Recording (3/5)

5.Click the Camera button to select a camera to record along with your presentation. This camera is displayed in the lower right corner of your presentation in a picture-in-picture format (optional)
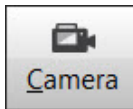
6.Enter a presentation title and description.

Make a Video Recording (4/5)

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.
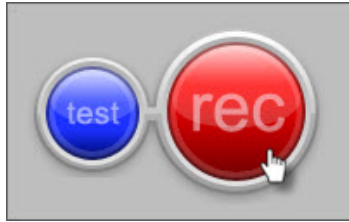
9. Give your presentation. TechSmith Relay Recorder records everything on your screen, selected camera, and the selected audio device.

10. Stop the recording using the icon in the system tray.

Make a Video Recording (5/5)

11. If needed, click Trimming to set trim points to cut out extra video at the beginning and end of the presentation.

12. Click the Submit button.

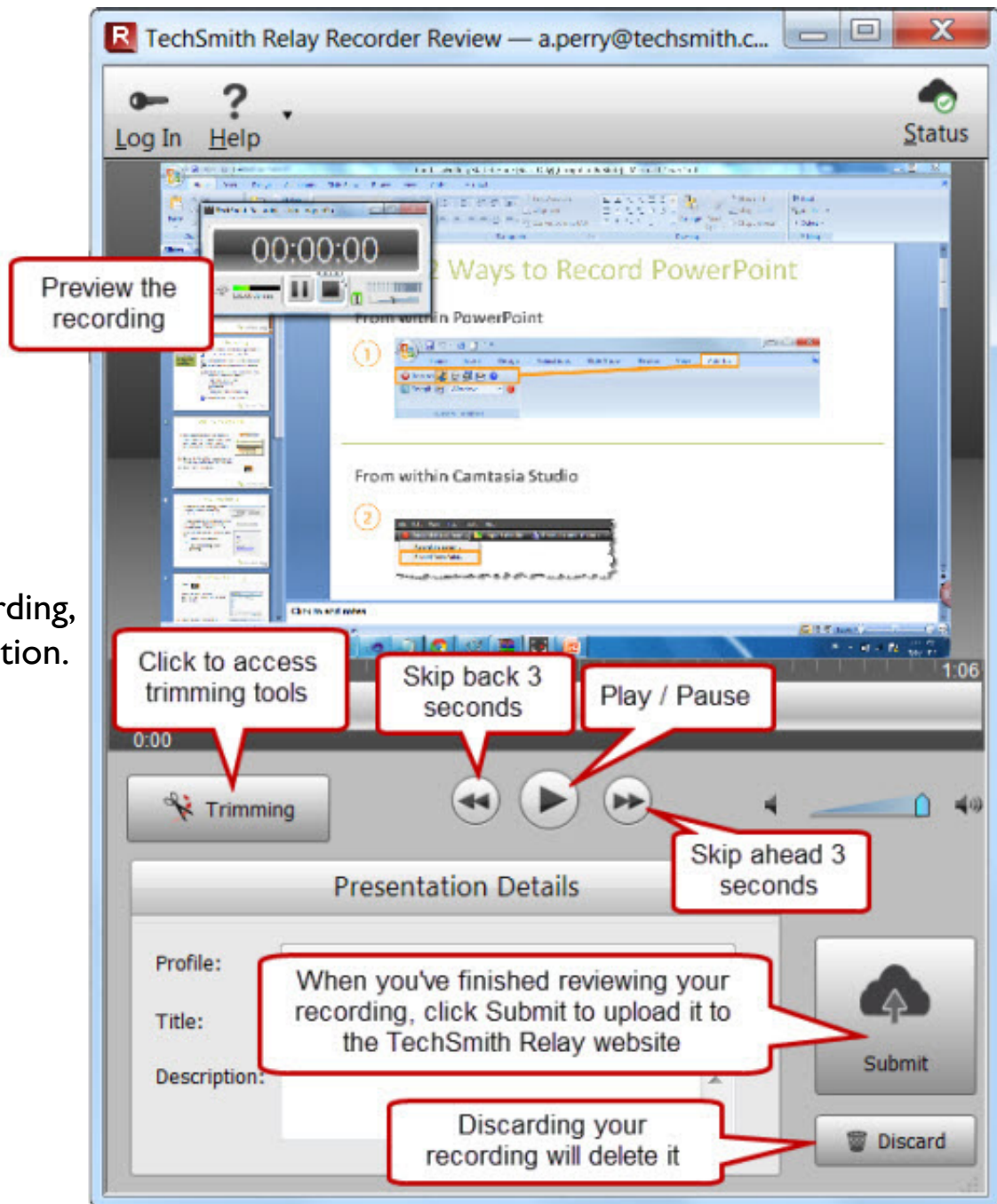If you are connected to the Internet, the presentation starts uploading to the TechSmith Relay website.

If you are not connected to the Internet, the recording automatically starts uploading when you connect to the Internet. You do not receive notice when your presentation begins uploading.

Check the Status of Your Presentation on the TechSmith Relay website.
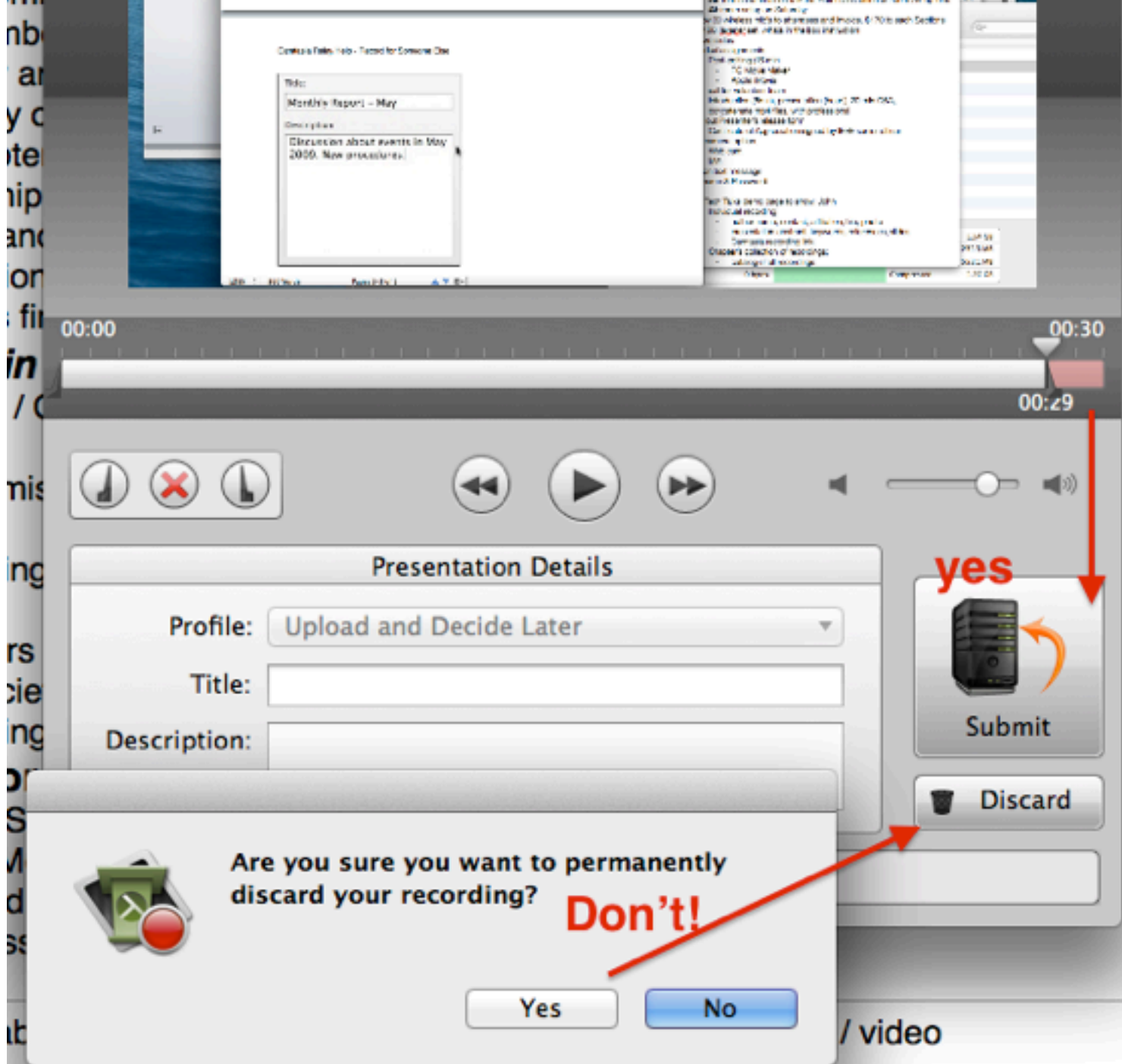
11. Preview and Submit the Recording

After you finish recording your presentation, it opens in the TechSmith Relay Review window.

1. Preview your recording.

2. If you did not do so prior to recording, log in and enter a title and description.

3. If you need to, trim the beginning and end of the recording.

11b.
Trim, not Discard

00:00   00:30

00:29

Presentation Details

Profile: Upload and Decide Later

Title:

Description:

yes

Submit

🗑 Discard

Are you sure you want to permanently discard your recording?

Don't!

Yes   No

/ video

12. Camtasia Relay Recording Upload

13. Presentation Published on server

Subject:	Presentation Published: Test demo1
From:	IEEE CS Camtasia (camtasia@computer.org)
To:	johnwalz@ameritech.net;
Date:	Saturday, August 23, 2014 3:45 PM

A presentation recorded at 8/23/2014 1:35:10 PM is ready for sharing and viewing.

Title: Test demo1
Description: Test demo1
Duration: 0:00:13

Type	Size	Link
MP4 (Original Size)	425 KB	View...

Automatic notification by **Camtasia Relay**
Send TechSmith your feedback.

Content Distribution

❯ Screencast.com from TechSmith
http://www.techsmith.com/screencastcom.html

– public access or three levels of privacy

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Camtasia Demo

› Make a great recording: Select, Start, Pause

› http://www.screencast.com/t/1zj7SE7j8RjE (6:52)

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8. Lab experiences

❖ Install & run

❖ Audio connection

❖ Make a Test Recording

❖ Make a short Recording,

 whose title has your email

❖ Preview the Recording

❖ Submit the Recording

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9. Optional Post-editing

10. Q&A → Commitment

10. Q&A → Commitment

-
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10. Q&A → **Commitment**

- Commitment
  - Audio purchase
  - Train Chapter officers
  - Request Software License
  - Software downloads on Chapter and Speakers' laptops
  - Manage Chapter recordings
  - Publicize Chapter recordings
  - Share best practices & best presenters

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11. Backup

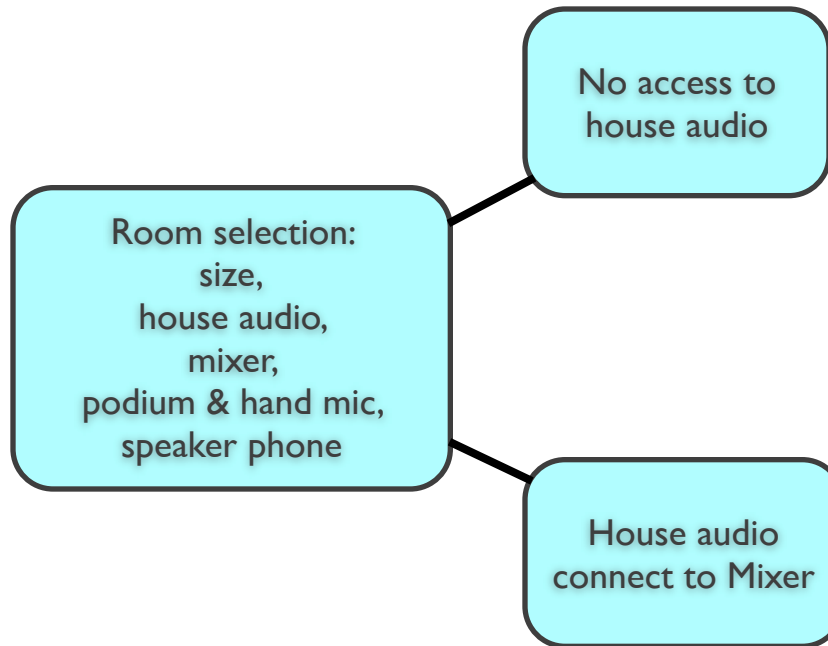# Chapter Recordings & Distribution Configurations

- Audience
- Audio
- Laptop
- Presenter
- Manual / Automatic work flow

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Audience Configurations

# attendees	Presenter style	Audio configuration
up to 10	podium	wireless mic
up to 30	podium, walk around	wireless mic
over 30	podium, walk around	wireless mic & handheld

Audio Configurations

Room selection:
size,
house audio,
mixer,
podium & hand mic,
speaker phone

No access to
house audio

House audio
connect to Mixer

Laptop Configuration: IEEE's or Presenter's

Presenter uses IEEE laptop → Software loaded on Laptop → Audio connect to Laptop → Presenter records live with Q&A → Recording profile completed by officer & saved → Recording & profile uploaded to server for → Recording available

Presenter uses own laptop → Software loaded on Laptop
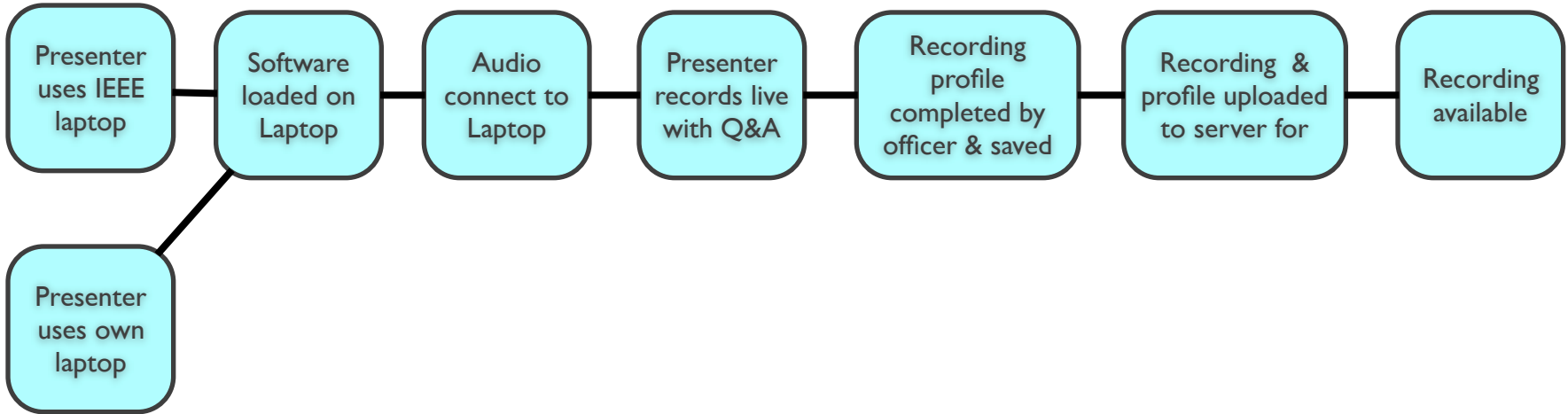
Presenter Configuration: local / remote
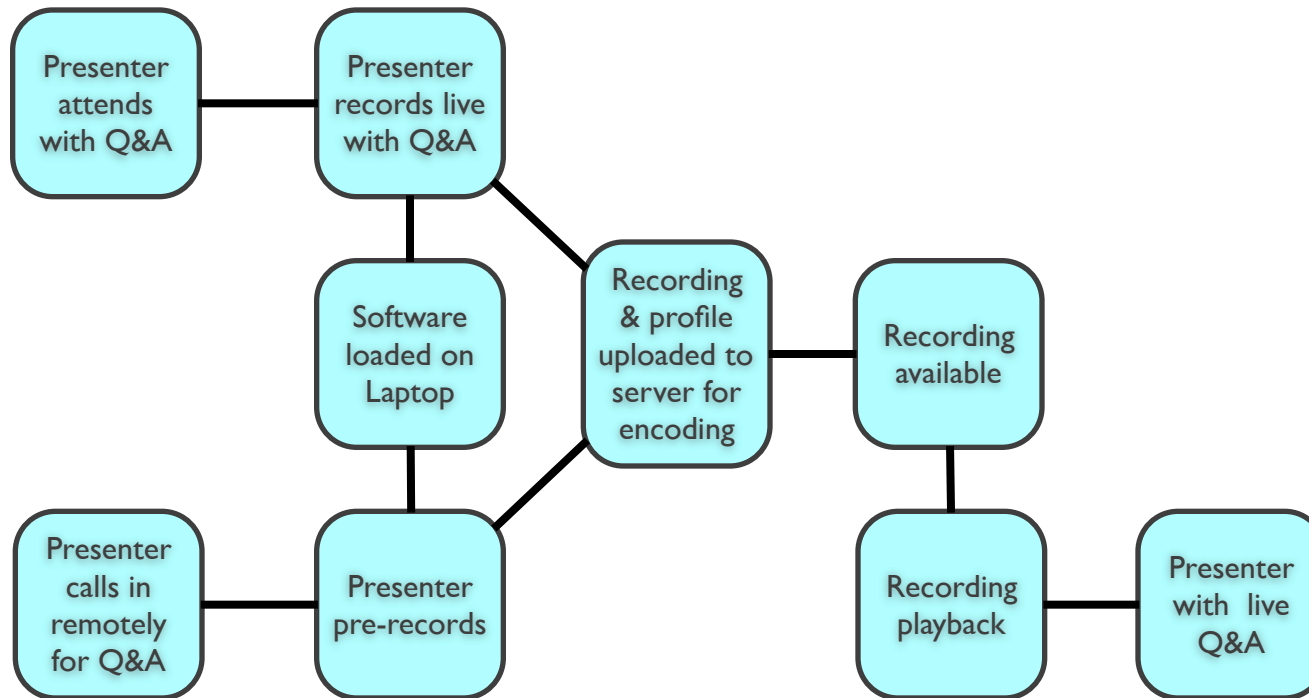
Manual / Automatic work flow

	Manual	Automatic
Distribution site	Screencast.com	computer.org
Presentation website	Manual on Chapter web	Automatic on computer.org
Presentations Catalog	Manual on Chapter web	Automatic on computer.org
Access	Open	IEEE login
Non-IEEE	free	small mtc. fee
Search	?	Yes on metadata
Social media	?	Yes
Analytics	?	Yes
Date	Now	Feb/March

Chapter Recordings & Distribution Flow