

Regions 4, 5, 6 Learning Lab for Chapter Technical & Section Professional Meeting Recording and Distribution

- Las Vegas, NV
- 30-Jan-2015
- John Walz, Director 2015-16, IEEE Board

IEEE
SECTIONS
CONGRESS
/// 2014

Outline

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

1. Introductions

- Train-the-Trainer
 - Mike Fallenstein
 - Xun Luo
 - Joseph Wei
- Champions
 - Tom Coughlin
 - Bob Parro
 - John Walz
- Section Officers
 - “trainers”
- Regional Officers
- IEEE staff
 - Ted Rozolis
 - Ray Kahn
 - Pradeep Pamula
 - Steve Woods

2. Purpose, Goal

(98.1% of Sections Reporti

Member's value proposition includes 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	418	176	90
R5	1065 in 2014	574	232	155
R6	1584 in 2014	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

IEEE Section Vitality Checklist

- Plan and budget for Section, Chapter, and Affinity Group **activities for the year.**
- Conduct **Professional Development** Activities, e.g. workshop/seminar.
- Establish a plan for **engaging with members in industry.**
- Review Affinity Group and **Chapter activities to ensure continuity (and Vitality).**
- Establish **partnership with industry**, e.g. joint technical presentation/training
- Conduct an event to support involvement with **local industry**

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.*

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](#)

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***
- Alternative Response
 - Technical Meeting Recordings using Camtasia: A easier, reliable, self-service, and cheaper option

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.

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

Motion

- IEEE Computer Society & MGA supports 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	<i>To be assigned upon submission</i>
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 accessed 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

INSPIRING our LEADERS of TOMORROW

Learning Lab for Tools for Section Chapter Recording and Distribution

Amsterdam, Netherlands

Sunday August 24, 2014

John Walz, 2012 President, IEEE Computer Society

IEEE
SECTIONS
CONGRESS
/// 2014

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

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

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

Technical Meetings could be a new IEEE Intellectual Property

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



WILEY



Stanford | ONLINE



Value for stakeholders

- ▶ Local Chapter, Section, and Region members
 - catching up on missed technical meeting
- ▶ Society's related technical communities
 - Global access
 - IP offering: abstract, Lecturer 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

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

4. Big Picture: Chapter Technical Meetings



Technical Meeting Time Line

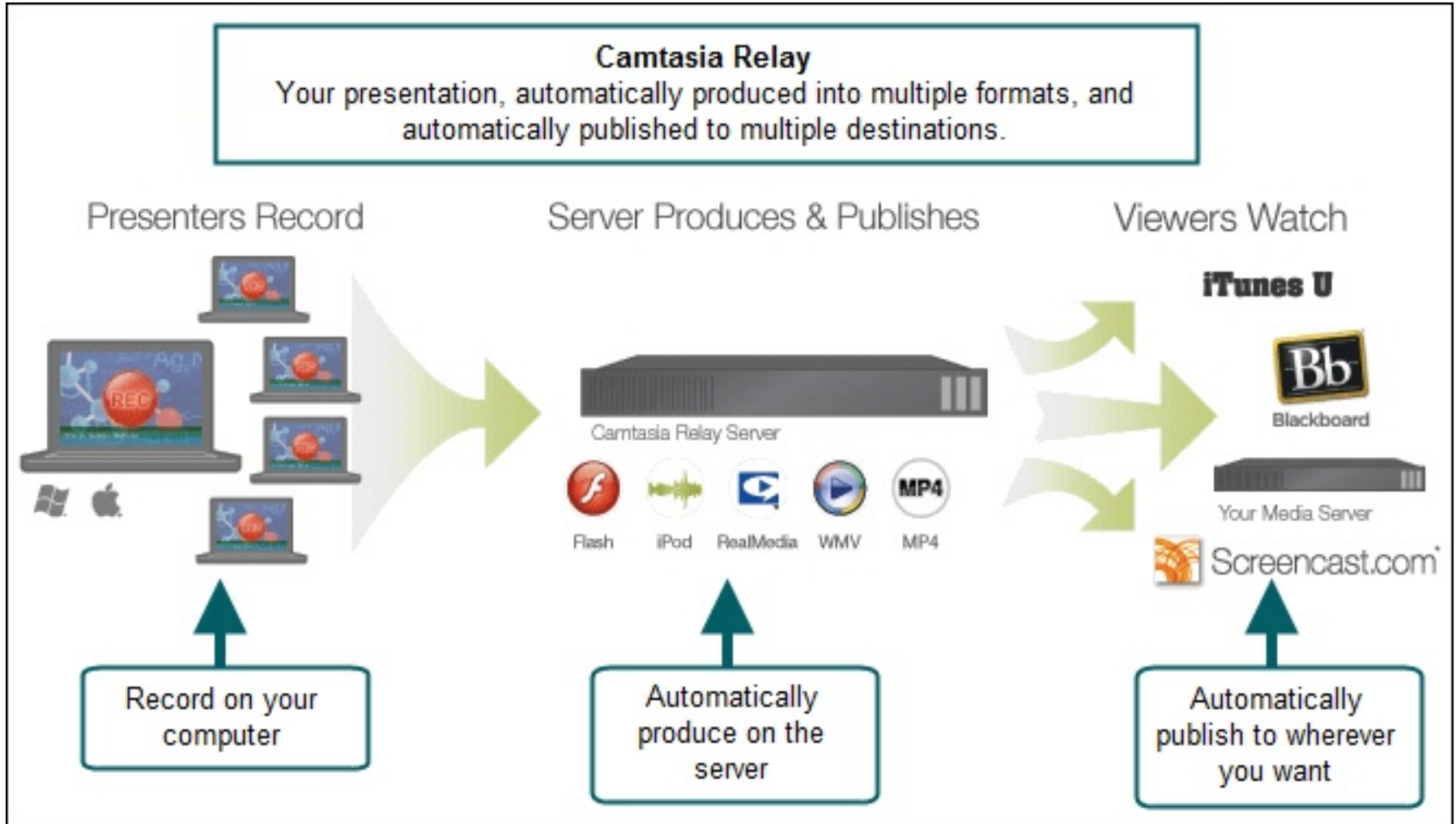
1. Section / Chapter Program select local interesting topic
2. Call for Lecturers on this topic
3. Lecturer submission
 - Author Name, photo, bio, title, keywords, description, willingness to release IP, availability dates
4. Acceptance with date; Author signed release form
5. Technical Meeting announcement
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



5. Big Picture: Technology



Big picture



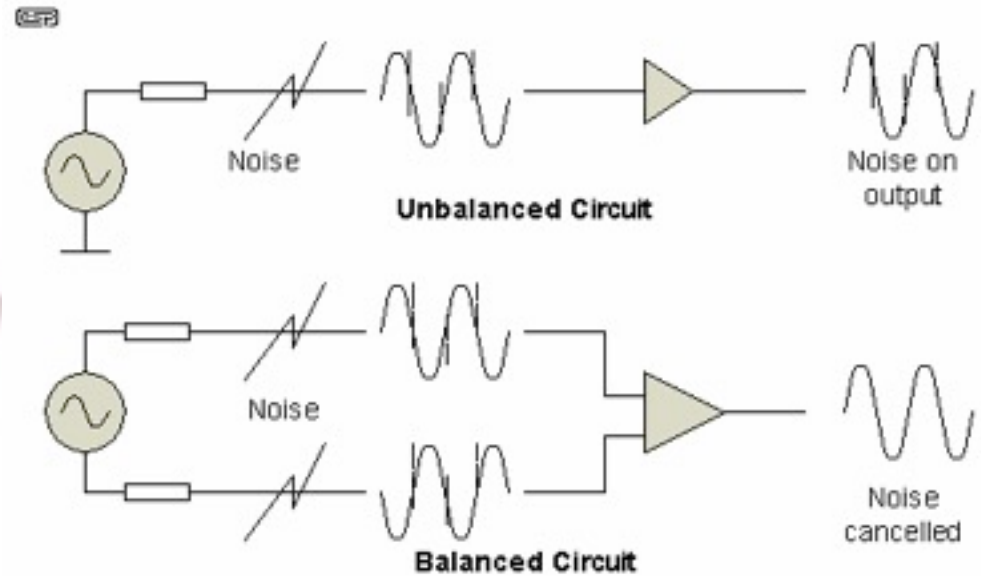
6. How connect & record audio

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



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

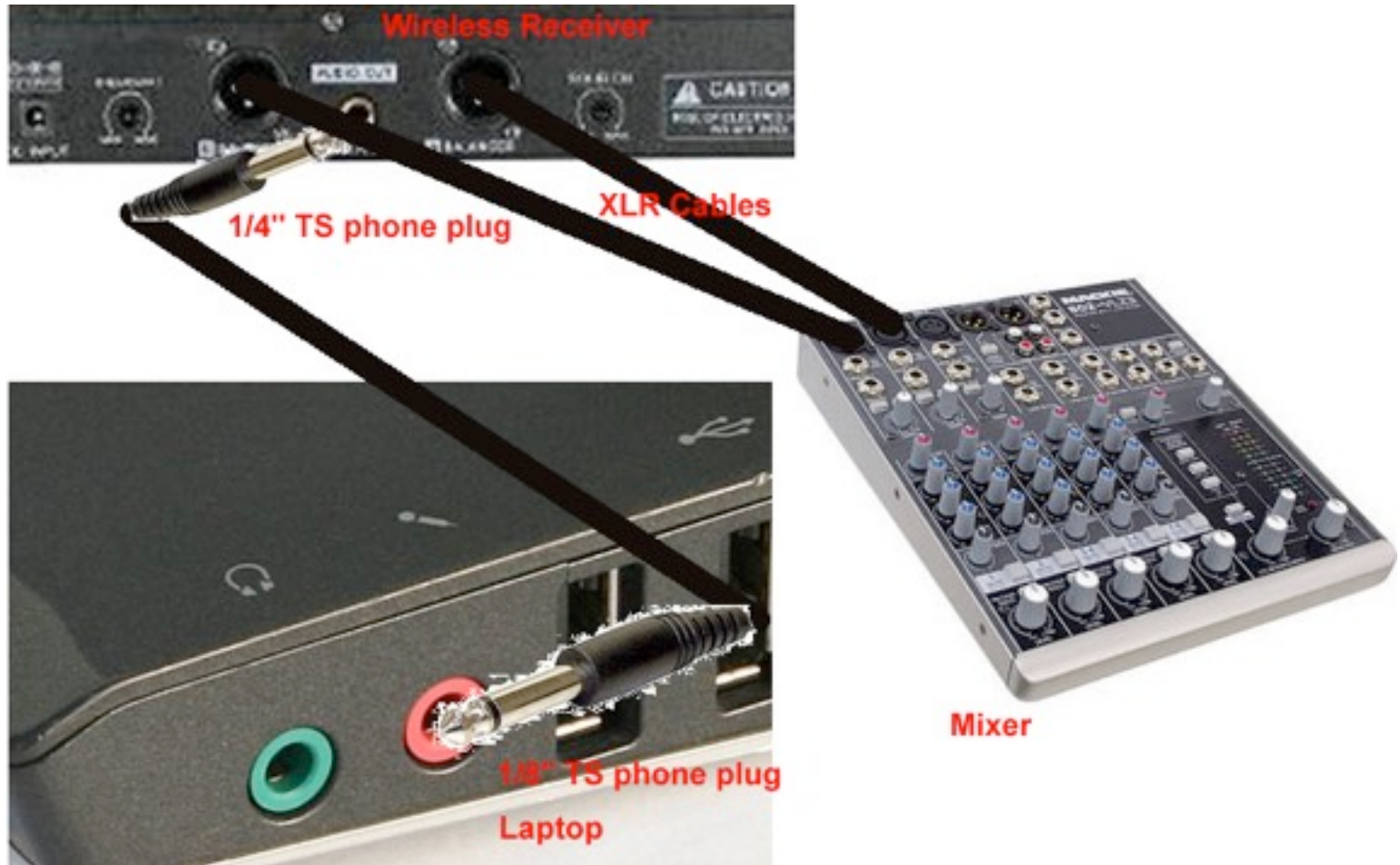


1/4" TS phone plug

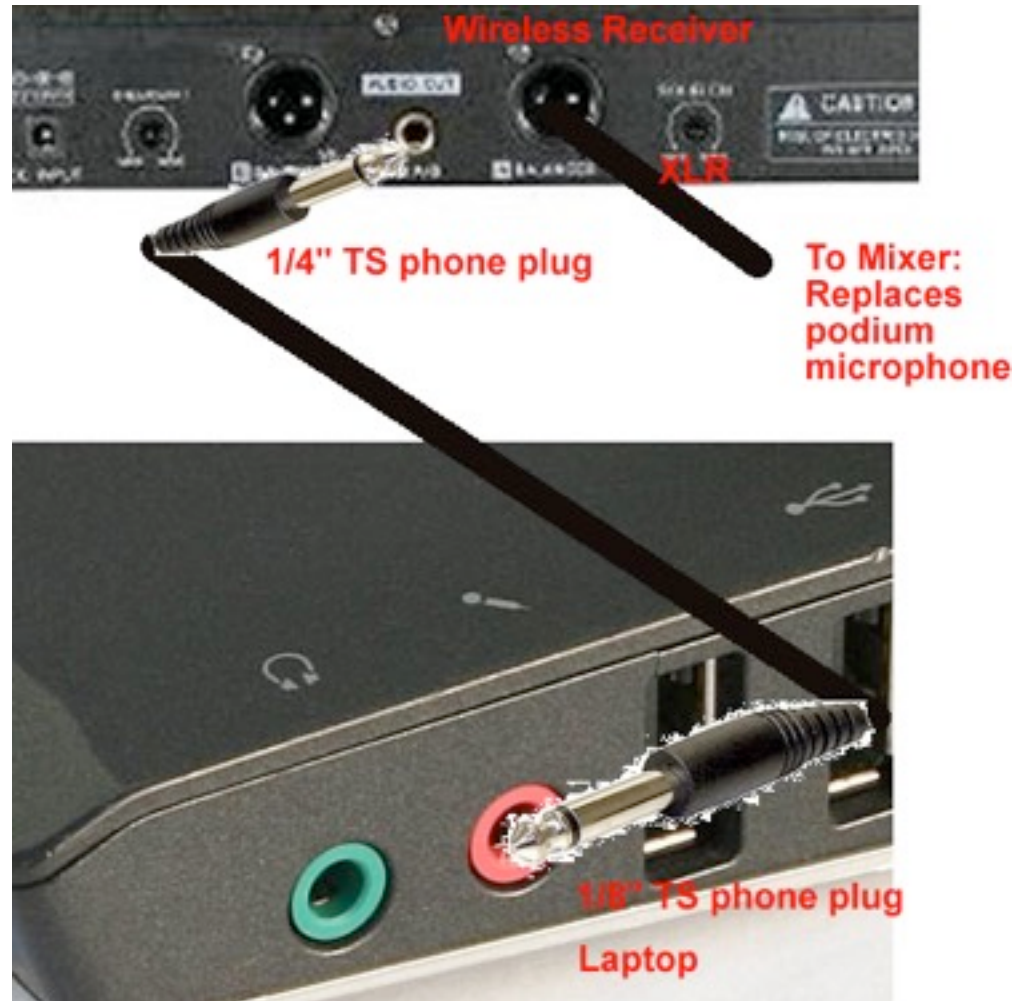


1/8" TS phone plug

CASE 2 - Using House audio With access to mixer



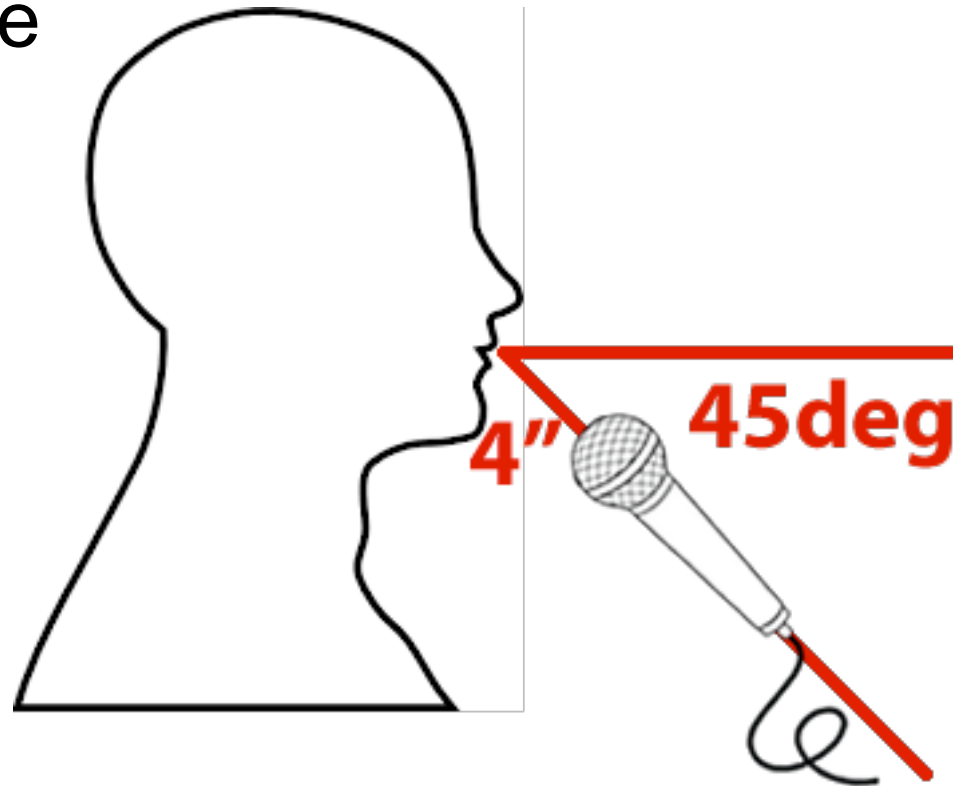
CASE 3 - Using House audio WITHOUT access to mixer



Microphone and Recording Basics

- Distance/Position is everything!
- Each Microphone has different/unique requirements

Handheld dynamic microphone 4" ~45 degrees out of plane



Lavalier (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 detailed steps)
- Submit recording for encoding on server
- Receive email with recording URL link

Login for software install

The image shows a web browser window with the address bar displaying `https://ca-camtasia.ieee.org/Relay/`. The browser's menu bar includes links for 'AW', 'Yahoo!', 'Health', 'Soc', 'Resources', 'Google Maps', 'Triplt', 'TripAdvisor', 'CS', 'CS agendas', 'IEEE agendas', and 'Tech'. The page title is 'Camtasia Relay'.

The main content area features the 'Camtasia Relay' logo and 'TechSmith' branding. A login form is displayed on the left, containing the following fields and elements:

- Username:** A text input field containing 'John Walz'.
- Password:** A password input field containing seven asterisks.
- [Forgot your password?](#)
- Sign In** button

Below the login form, there are three columns of navigation links:

- Manage Presentations**
Find links to all your presentations and check the progress of ones you've just uploaded
- Manage Accounts**
Store usernames and passwords for a variety of publish destinations
- Download Camtasia Relay**
Sign in to the website to download Camtasia Relay for Mac or Windows

The footer of the page contains the text: 'Camtasia Relay - 4.3.1.3819 | © 2008-2013 TechSmith Corporation'.

Camtasia Relay software downloads

Camtasia Relay®

TechSmith®

Home Presentations Profiles Download Recorders

Download Recorders More

User: John Walz (John Walz) [Sign Out](#)

Camtasia Relay Recorders



Download

Windows XP, Vista, 7, 8



Download

Mac OS X 10.6.8, 10.7, 10.8



Download

TechSmith Fuse on iOS



Download

Portable Recorder



Download

TechSmith Fuse on Android



TechSmith Fuse® for Camtasia Relay Information

TechSmith Fuse is a camera video recorder for iOS and Android devices designed for use with the Camtasia Relay server.

TechSmith Fuse records camera video and uploads it to the Camtasia Relay server for automated encoding and publishing.

TechSmith Fuse also can upload existing videos from your library to the Camtasia Relay server.

Portable Recorder Information

You can run the Camtasia Relay portable recorder from a mobile storage device if there is any reason you cannot (or do not want to) record and upload directly from the presentation computer.

How to Install the Portable Recorder

1. Plug in a mobile storage device (such as a USB flash drive) and format the device as FAT32.
2. Click **Download Portable Recorder** and save the PortableCamtasiaRelay.zip file to your computer.
3. Locate and open the saved .zip file.
4. Copy all files from the .zip file onto the mobile storage device. All files from the .zip folder need to be copied to the root of the device.

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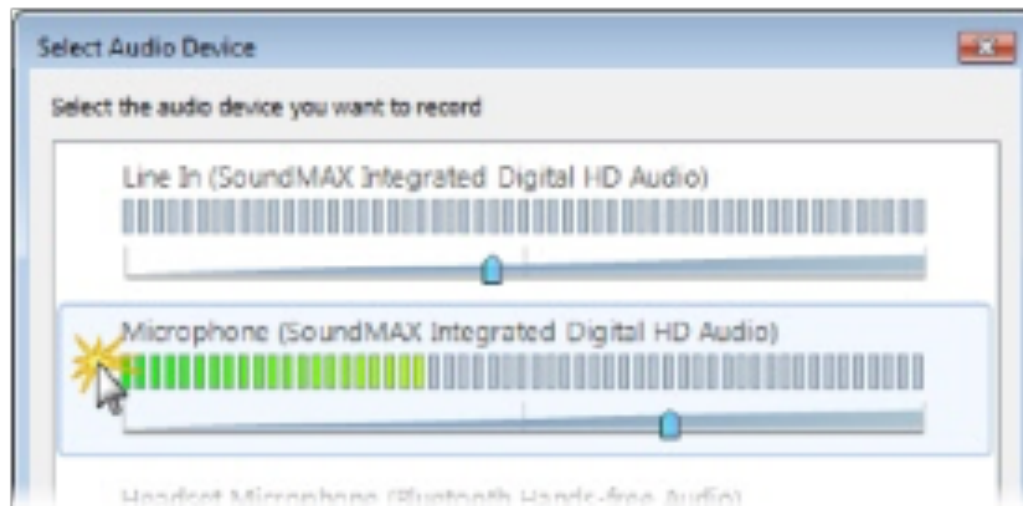
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CONSENT AND RELEASE

Make a Video Recording

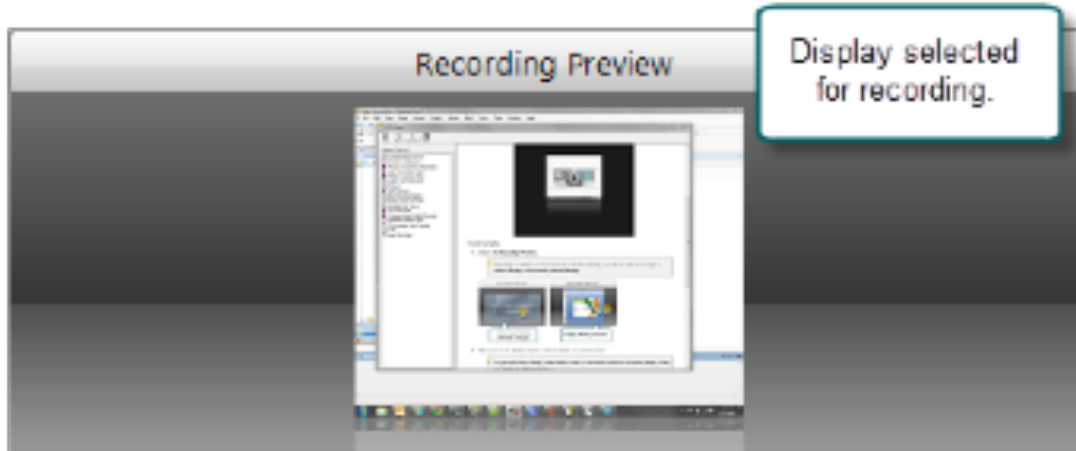
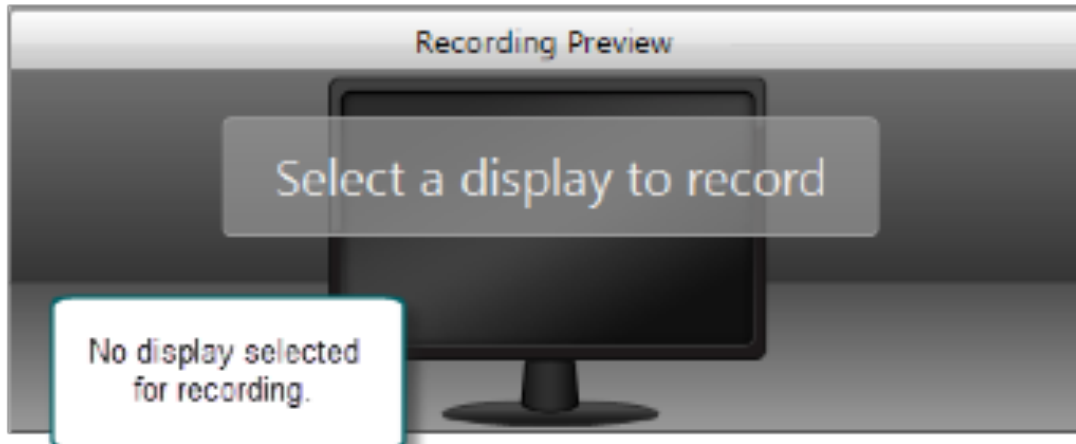
1. Launch TechSmith Relay Recorder.
2. Log in with your username and password.
3. Click the Audio button and select an audio device in the Select Audio Device dialog.



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

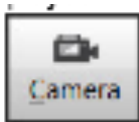
Make a Video Recording (2/5)

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

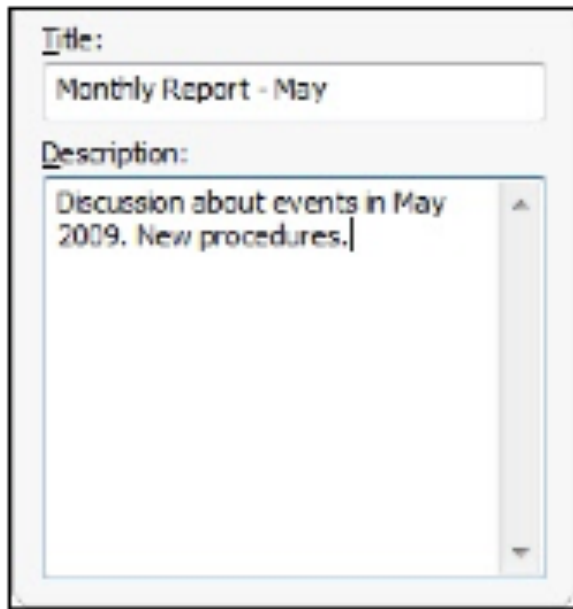


Make a Video Recording (3/5)

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.

A form with two input fields. The first field is labeled "Title:" and contains the text "Monthly Report - May". The second field is labeled "Description:" and contains the text "Discussion about events in May 2009. New procedures.".

Title:
Monthly Report - May

Description:
Discussion about events in May 2009. New procedures.

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.

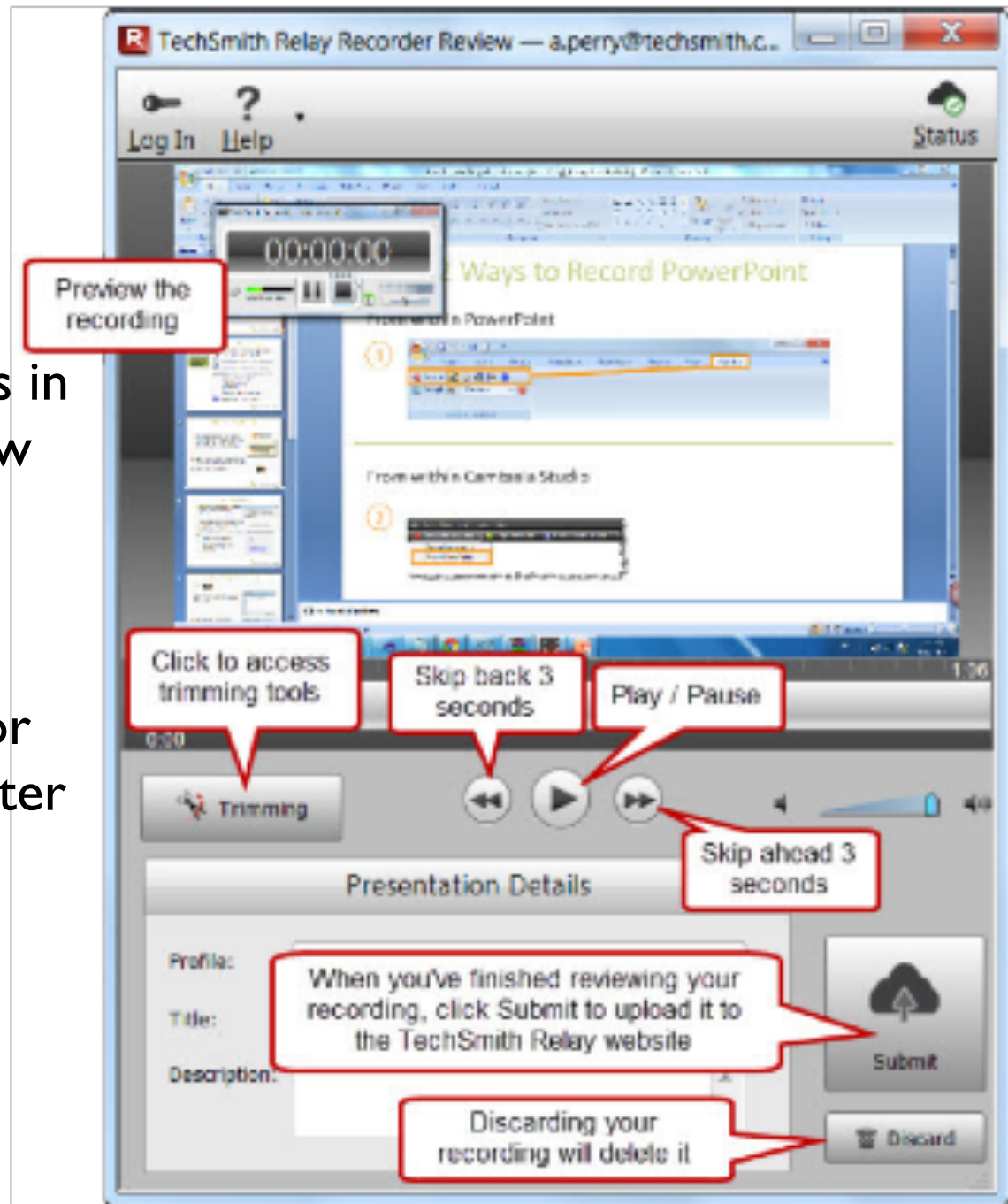
If you are not connected to the Internet, the recording automatically starts uploading when you connect to the Internet. You do not receive notice when your presentation begins uploading.

Check the Status of Your Presentation on the TechSmith Relay website.

11a. Preview and Submit the Recording

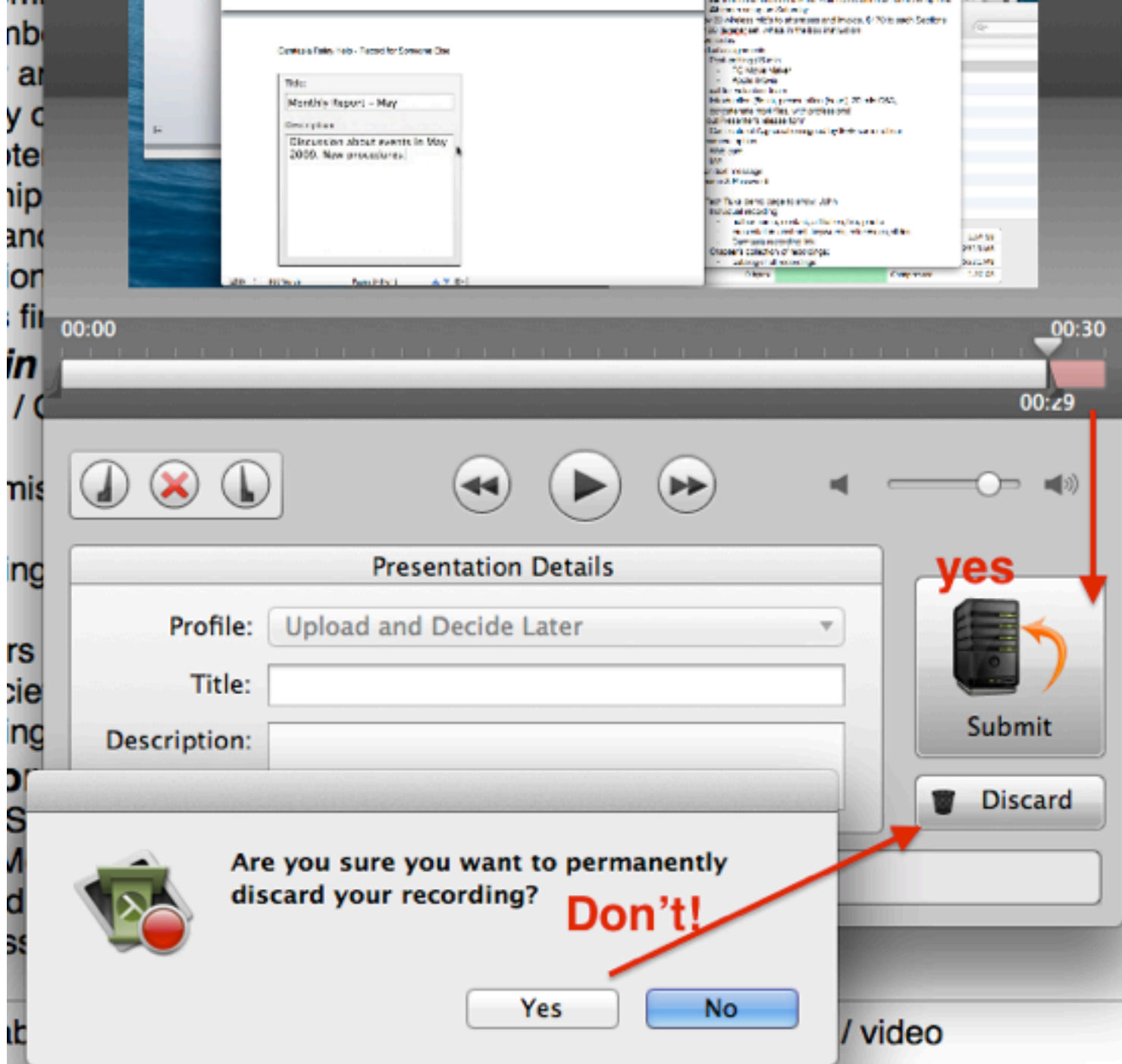
After you finish recording your presentation, it opens in the TechSmith Relay Review window.

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



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

- ▶ Screenshot.com from TechSmith 
<http://www.techsmith.com/screenshotcom.html>
– public access or three levels of privacy

Camtasia Demo

- ▶ Make a great recording: Select, Start, Pause
- ▶ <http://www.screencast.com/t/1zj7SE7j8RjE> (6:52)

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

9. Optional Post-editing

- 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=CLQHxiXxOZQ>
 - Unbalanced recording volume levels <https://www.youtube.com/watch?v=QyYqsOBG6ZU>

9. 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



9. Optional Post-editing - cont.

- Post editing can be helped by volunteers
 - R6 SWA has a team helping piloting efforts
 - Xun Luo, Rachael Huang from San Diego
- We would like to bring more volunteers on board to this chapter-help-chapter volunteering work
 - Video editing training will be provided
 - Work as a team on rotational or collaborative basis
 - If interested, please sign up with the training session champions
 - Or email xun.luo@ieee.org

10. Recorded Meetings Initiative (www.nuxlabs.org)

Connected Universal Experiences Labs



[Home](#) [Submit Your Video](#) [List View](#) [Gallery View](#) [Tabular View](#) [User Registration](#) [My Account](#) [Blog](#) [Team Members](#)

User Login



Rising Stars Saturday 6B
Corporate Culture 20150103

1 week ago



Rising Stars Saturday 5B2
Mentoring in the Wor

1 week ago



Record and spread your
meetings

4 weeks ago

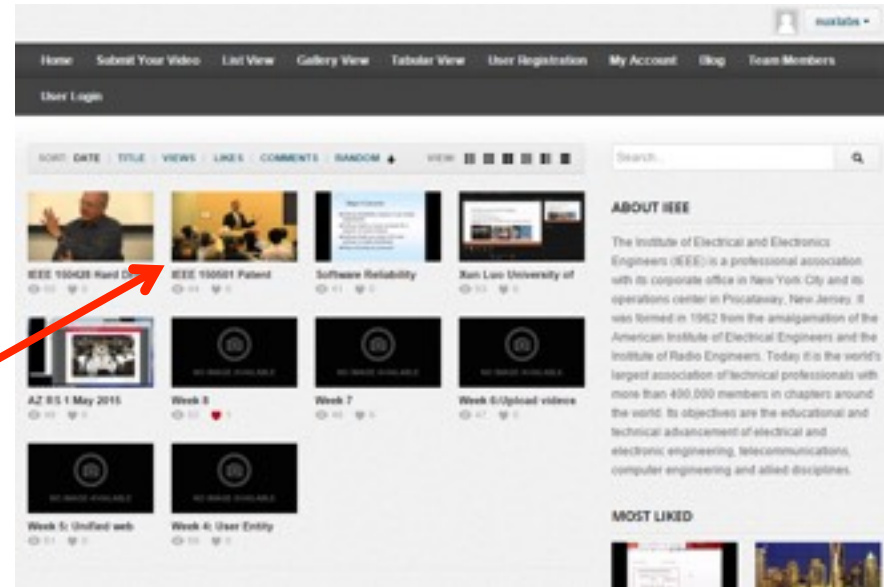


VL SI DL Talk by Kiran
Gunnam

4 weeks ago

10. Recorded Meetings Initiative (www.nuxlabs.org)

- Recording OU (Section/Chapter Meetings using Camtasia software and microphone sets
- Videos are uploaded & archived and can be easily searched with filter criteria
- Phase I attracted 58 recorded meetings and 5032 total views
- SSO and IEEE Cart Integration in progress for membership benefit differentiation and potential revenue generation



Video Submission

- Only for approved users
- Submitter provides video hosting link and meta data
 - Title
 - Description/Abstract
 - Tags
 - Category: Technical, Administrative, Others
 - Recording OU
 - Etc.
- Video is immediately available on website after submission

Submit Your Video

Fields marked with an * are required

Title *

Description *

Tags

Category * **Technical**


Recording OU * **San Diego Section**


Search...

ABOUT IEEE

The Institute of Electrical and Electronics Engineers (IEEE) is a professional association with its corporate office in New York City and its operations center in Piscataway, New Jersey. It was formed in 1962 from the amalgamation of the American Institute of Electrical Engineers and the Institute of Radio Engineers. Today it is the world's largest association of technical professionals with more than 400,000 members in chapters around the world. Its objectives are the educational and technical advancement of electrical and electronic engineering, telecommunications, computer engineering and allied disciplines.

MOST LIKED

 **VLSI DL Talk by Kiran**

 **Record and spread**

View Video in List and Gallery Modes

List View

Gallery View

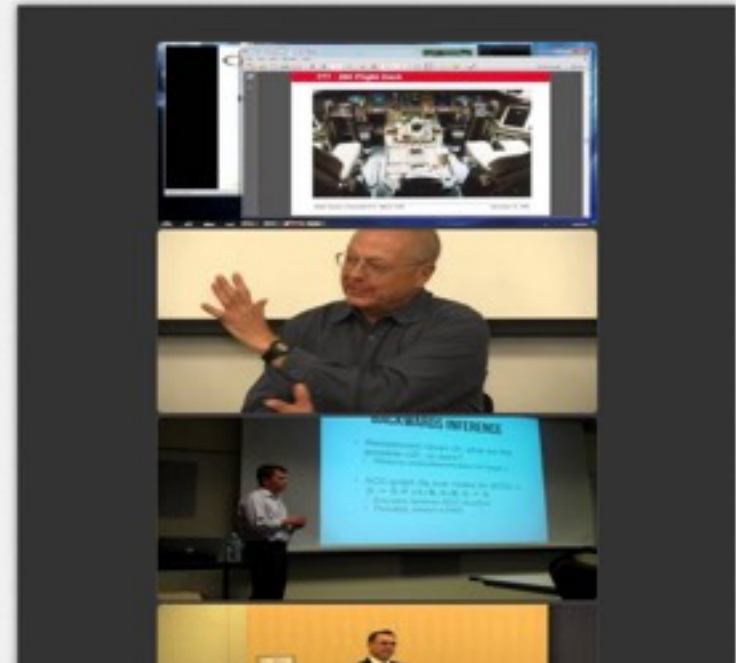
List View

Video Listing

[click here for gallery view](#)

1. Rising Stars Saturday 5B2 Mentoring in the Wor 20150103.
2. Testing 20150412.
3. trial for function on Asus pc 20150409.
4. vTools 20150402.
5. 24 SPC Action 4 13 2015 20150413.
6. [April 17, 2014: VLSI DL Talk by Kiran Gunnam.](#)
7. By Keith Moore.
8. By Panel at Western Digital.
9. By Sergey Plis.
10. Chapter Recording Training plans 1 150119 20150119 .
11. Foundations and Future Directions for Exascale Com 20150409.
12. GHTC 2014 Panel Discussion - Dr My T. Le - Stanford EE46 Engineering for Good.
13. GHTC 2014 Panel Discussion - Dr. Erica Weirich - GHRF.
14. GHTC 2014 Panel Discussion - Dr. Silvia Figueira - Empowering the Underserved One App at a Time.

Gallery View



Planned Phase 2 Features

- - User forum
 - Grow a self-sustained user community
- - IEEE credential authentication integration
- - Video purchase and online payment
- - Additional video analytics based on user data
 - Geographical demographics: already in place for Phase 1
 - User retention: duration of the view of each user on videos; percentage of viewing time at different video segments
 - Topic attraction: number of views with regard to topics
 - Membership consistency: activeness of each user along with time
 - Price sensitivity: effects of pricing on content views/purchases

11. Q&A → Commitment

11. Questions?



11. Q&A → Commitment

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

12. Backup

Meetings Work flow

- A. Plan professional and technical meetings for the year
- B. Schedule Meeting *using vTools.Meetings*
- C. Meeting Announcement *using vTools.Meetings*
- D. Meeting event registration form *using vTools.Meetings*
- E. Meeting occurrence
- F. Meeting Report *using vTools.Meetings*
- G. Find Meetings *using vTools.Meetings*

Meetings Work flow

- A. Plan professional and technical meetings for the year
 - Call for participation on interesting topics
 - Interview Lecturer, availability, willingness to be recorded, etc
 - Lecturer commitment for date, time, subject, abstract, references, etc
- B. Schedule Meeting *using vTools.Meetings*
- C. Meeting Announcement *using vTools.Meetings*
- D. Meeting event registration form *using vTools.Meetings*
- E. Meeting occurrence
- F. Meeting Report *using vTools.Meetings*
- G. Find Meetings *using vTools.Meetings*

Meetings Work flow

A. Plan professional and technical meetings for the year

B. Schedule Meeting *using vTools.Meetings*

- Event sub-category
- Show Lecturer information
- optional Volunteer Remote Conferencing using WebEx

C. Meeting Announcement *using vTools.Meetings*

D. Meeting event registration form *using vTools.Meetings*

E. Meeting occurrence

F. Meeting Report *using vTools.Meetings*

G. Find Meetings *using vTools.Meetings*

Meetings Work flow

- A. Plan professional and technical meetings for the year
- B. Schedule Meeting *using vTools.Meetings*
- C. Meeting Announcement *using vTools.Meetings*
- D. Meeting event registration form *using vTools.Meetings*
- E. Meeting occurrence
 - Test audio system and laptop for Speaker
 - Start Camtasia for Speaker
 - Q&A audience
 - End Recording
 - [Auto upload when wireless is available]
- F. Meeting Report *using vTools.Meetings*
- G. Find Meetings *using vTools.Meetings*

Meetings Work flow

- A. Plan professional and technical meetings for the year
- B. Schedule Meeting *using vTools.Meetings*
- C. Meeting Announcement *using vTools.Meetings*
- D. Meeting event registration form *using vTools.Meetings*
- E. Meeting occurrence
- F. Meeting Report *using vTools.Meetings*
 - Receive email to review recording
 - Add recording URL link to Meeting Report
 - Reminder email on recorded Meeting
- G. Find Meetings *using vTools.Meetings*

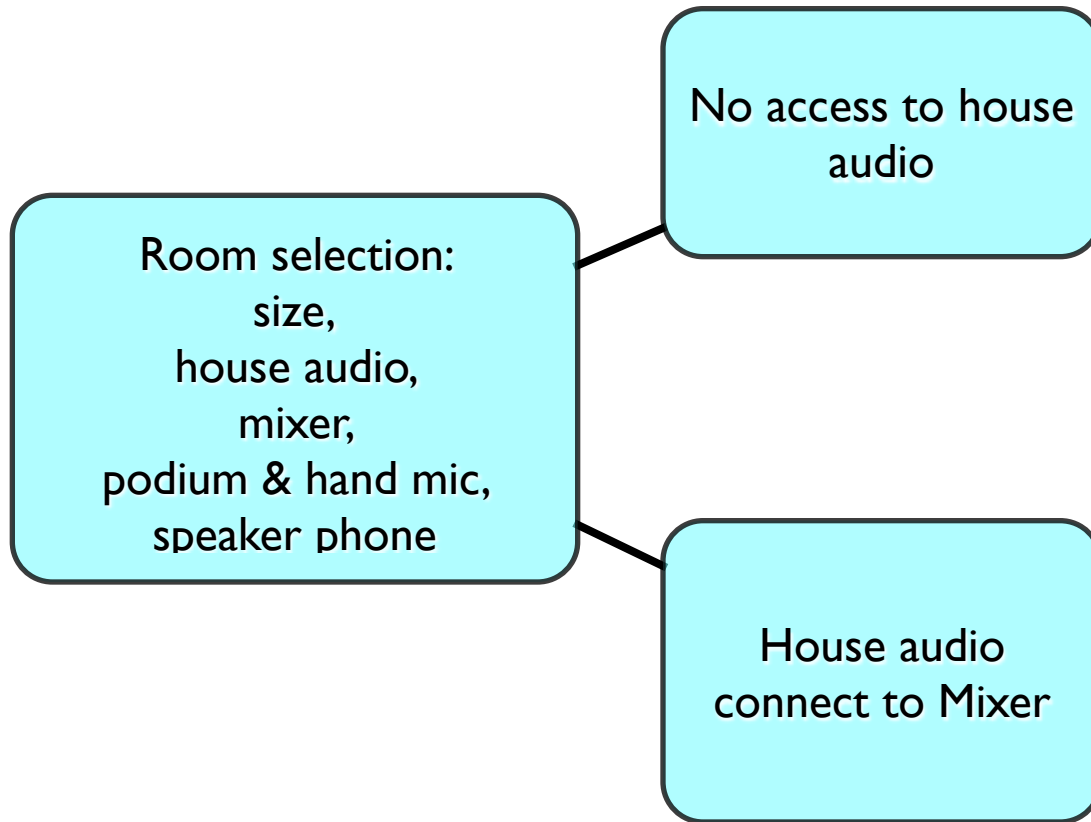
Chapter Recordings & Distribution Configurations

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

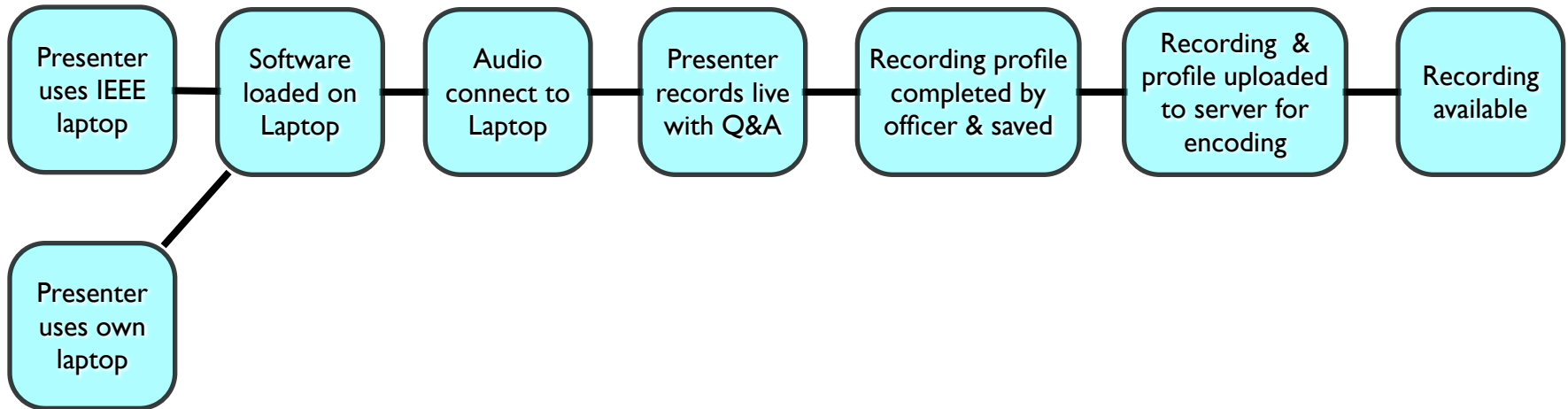
Audience Configurations

# 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

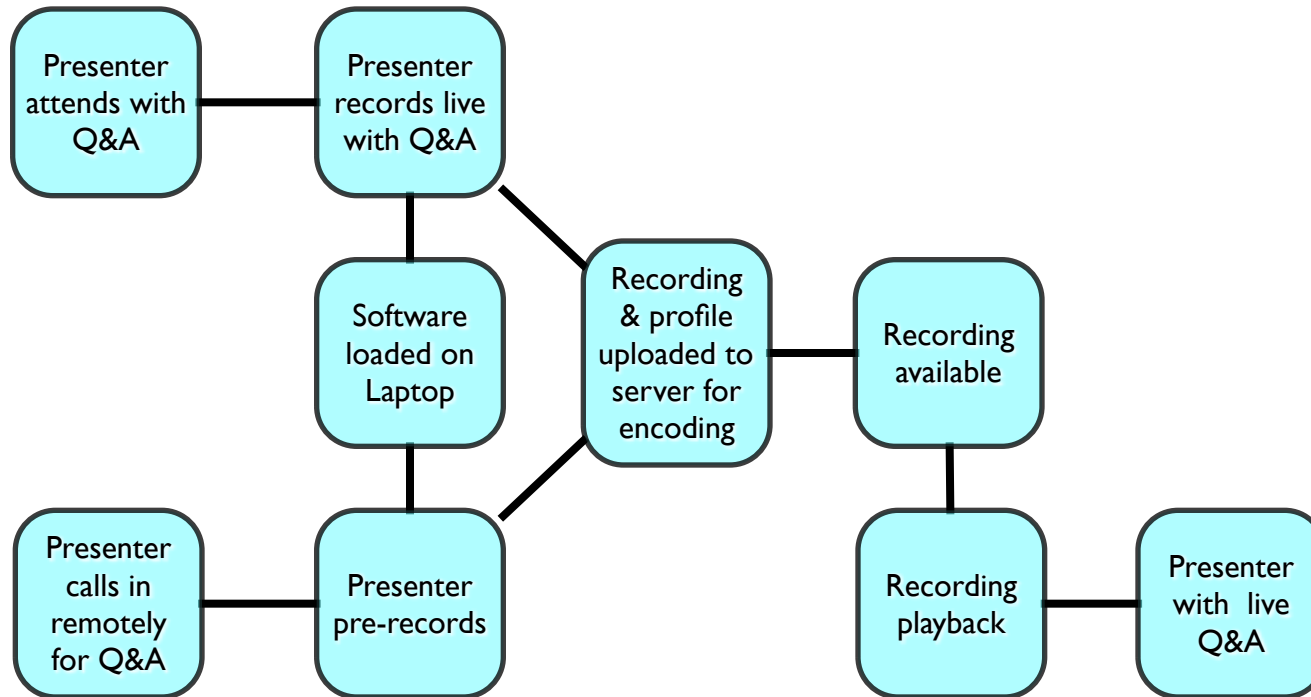
Audio Configurations



Laptop Configuration: IEEE's or Presenter's



Presenter Configuration: local / remote



Manual / Automatic work flow

	Manual	Future Automation
Distribution site	Screencast.com	computer.org
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Access	Open	IEEE login
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Search	?	Yes on metadata
Social media	?	Yes
Analytics	?	Yes
Date	Now	Late 2016

Chapter Recordings & Distribution Flow

