

## **Capturing the Best**

Have you ever missed an interesting technical chapter meeting in your IEEE section because you weren't in town? Do you have a hard time getting to meetings because they are far away from you? Does your section have a hard time attracting interesting speakers to give presentations in their section? If any of these are true for you, Region 6 members, and in the future IEEE members all over the world, may soon have access any time of day or night to some of the most interesting technical talks in the world. The best thing about this is that you have that access because you are an IEEE member and because IEEE volunteers captured this content for you.

The volunteers of Region 6 have a unique opportunity to capture their technical chapter meetings and share them with other IEEE members. Region 6 and Region 4 have embarked upon a project in 2015, funded by an IEEE New Initiatives Committee (NIC) grant, to provide local sections and their chapters with the tools and training to record their technical chapter meetings on the laptops used to make the speaker presentations.

Once captured, these recordings are uploaded by the volunteer to a website with other information on the talk, including the date, section and chapter as well as the talk title, talk abstract and speakers biography. IEEE members can access the web site with the collection of recordings after they authenticate their IEEE membership and search, watch, comment and share interesting talks with their colleagues. They can watch the content streaming over the Internet or download the video file for viewing later.

There are over 228 chapters in Region 6. Many of these chapters have monthly meetings. If these chapters record their meetings we can have hundreds of recordings in only a few months time and thousands in a few years time. This would be a valuable resource to IEEE members all over the world since local technical meetings can be interesting briefings on the latest development in a field, advice on how to develop your career and help others, or a real insightful tutorial or inspirational talk on some topic. While IEEE members can have access to this content as part of their membership, non-members can buy access to these recordings.

The money from non-member content access can be used to help pay for the expenses of the on-line storage and website maintenance, and any surplus would go back to the sections or chapters that generated the original recordings and posted them. In doing this we have created a new value to IEEE membership and thus an incentive for additional people to become or remain members. We will also have generated new intellectual property in the IEEE that is created by and for the grass roots members of the IEEE.

After some extensive research and thinking about how this meeting recording

can be done simply and in most meeting settings, we decided to encourage the use of a system with the least complicated setup possible in order to make it easy to be successful in recording. This system comprises installing a program called Camtasia on the laptop used to make the chapter technical presentations and then either connecting that laptop to the house sound in the room where the meeting is taking place in order to capture the presenters voice, or else using a wireless microphone set with a receiver plugged into the presenting computer to capture the voice of the presenter.

In this simple case, after having the speaker fill in a form giving their permission to use their recorded talk (note that the chapter would probably want to get this form to the speaker before the talk if possible so the speaker or someone in authority at the speaker's institution can review it), the Camtasia software is used to capture the presentation and the voice of the presenter. No external camera is required and no video of the actual presenter is required. Using software installed on the presenting computer no Internet access is required to capture the content.

After stopping and saving the recording, the chapter volunteer would convert the Camtasia recording of the presentation and voice of the presenter to an MP4 file using Camtasia. If desired the volunteer could edit the content to remove non-relevant recordings--e.g. local chapter slides. After converting to an MP4 file the volunteer logs onto the chapter recording website and uploads the recording as well as the talk title, talk abstract, speaker permission form and biography of the speaker. He also fills in a form to say which section and chapter did the recording and what the recording date was. If there is more material on the talk available at the chapter web site (e.g. a copy of the presentation slides) the volunteer can also enter the URL for that information.

The IEEE NIC funding is being used to purchase copies of the Camtasia software as well as wireless microphone sets that have been tested by IEEE volunteers. The Camtasia software and the microphone sets are being sold to the chapters by Region 6 at a significant discount to their purchase price. Note that the microphone sets that we are purchasing have both a wireless lavalier microphone and a wireless handheld microphone and a receiver for the wireless signal. The handheld microphone allows capturing questions from the audience as well as the presenter.

The NIC funding is also being used to set up the chapter recording website with all the desired functionality. We plan to have that website set up by June 2015 and want to have 100 microphone sets and Camtasia software packages distributed to sections and chapters in Region 6 and Region 4 in 2015. We would like to have at least 200 recorded chapter meetings from Region 6 and Region 4 by the end of 2015.

In order to jumpstart these chapter recording efforts we have placed tutorial

materials on how to do the chapter meeting recording on the Region 6 website including how to connect with house sound or using the microphone sets. You can find some of these materials here: <http://ieee-region6.org/category/region-meetings/> on the Region 6 website. We will be adding more tutorial materials and making a dedicated page to this effort over time. This material is from a chapter recording training session at the joint Region 6 and Region 4 meeting in San Diego in January. At the Spring Region 6 area meetings we are having additional training on how to do meeting recording as well as taking additional orders for microphone sets and Camtasia licenses.

Our goal is to create a common practice for sharing local IEEE technical meetings with the broader IEEE community. In the future this could also include, in meeting locations where broadband Internet access is available, live streaming and recording of presentations using Google hangouts. Where the volunteers are able to handle the additional complexity this may also include video of the speaker as well as the presentation being recorded and posted on the chapter recording web site.

Our plan for volunteers to capture technical chapter meetings to share with other IEEE members leverages the ability of our local volunteers to contribute to the IEEE and their fellow members. Both the volunteers doing the recording as well as the IEEE members that view these presentations benefit from this captured content. In addition, being able to share presentations to a much broader audience may help in getting high level speakers to local chapter meetings either in person or using these recording as a technical talk in a chapter or section meeting. Because of these recording these speakers can reach a much broader audience and over a longer period of time than they could have at a local chapter meeting.

Will you join us to create this new grass-roots generated IEEE content and share your meetings with fellow IEEE members all over the world? Will you help us create greater value for the speakers at our local IEEE events? This is the opportunity to make an impact on the world just by running and recording your technical meetings. We hope that you can help us in this simple and powerful endeavor and thus create greater value for yourselves and your fellow IEEE members.

If so, contact Scott Tamashiro ([tamashiro@ieee.org](mailto:tamashiro@ieee.org)) to order your microphones and Camtasia licenses. If you already have your recording kit together you can send your recordings to Xun Luo ([xun.luo@ieee.org](mailto:xun.luo@ieee.org)) so he can get them posted as the web site comes together. We look forward to offering an impressive contribution to the IEEE by this June.

Thanks!

Tom Coughlin

IEEE Region 6 Director