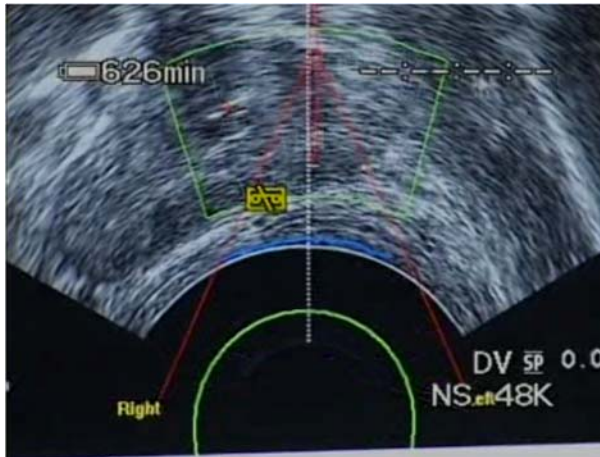




Requirements for video recordings

Accepted Formats

- Minimum resolution of 1280x720 (16:9) or 960x740 (4:3) and 1080 height maximum
- Pixel ratio 1:1
- Compression rate should never be lower than "4000k per second" resolution file
- **The video sent must not contain pixels**
- A video preferably recorded in HD format
- Any format that can be transferred electronically via online transfer, CD-ROM, memory stick (**we can't retrieve video from tapes**) are accepted
- Audio and video has to be synchronized
- For best results, video has to be recorded in a well-lit environment
- Adjust the setting of your recording device in order to hide all display like "battery info", "No cassette sign" as shown in the picture below:



-Acceptable Video file formats:

- MP4 (preferred format), MOV, AVI, MKV
- Acceptable Video Codecs: H.264, Apple ProRes
- fps Between 24,25,29.97,30 fps

-Acceptable Audio Formats:

- Audio format: Uncompressed, MP3, AAC, AIFF
- Audio sample rate: 44100hz/48000hz
- Audio bitrate: 16 Bits



Requirements for video recordings

For videos to be added “as is”:

Video has to be edited, starting at the beginning of the presentation and ending in the appropriate moment. As the video will be added online as is, we strongly suggest verifying the video and editing out any comments such as inappropriate comments prior to providing us with the material. Upon reception of the files. [Multiwebcast will perform a single conversion on each video to adapt the format to the web viewer application.](#)

For videos to be edited by MULTIWEBCAST

If elements such as slides, movies, images are presented in the videotaped presentation, please provide the original files that are being presented for optimal webcast quality.

Ideally, please provide a video of the speaker presenting and a video of the projection screen to allow the synchronization of the elements presented and facilitate the reproduction of animations.

Please note that should the video files not be in the required format, SIU reserves the right not to upload the videos on the portal, if the quality is not optimal.

Note that the video files must be sent to SIU no more than 4 weeks after the event.

Recording Requirements

- **Lectures:**
 - Introduction and lectures: speaker on the left side and presentation slides on the right side
 -
 - One shot of the audience from the back
- **Important:** For all webcasts being recorded, a slide will be provided to each moderator/speaker opening the session that announces that the session is currently being recorded and will be shown later on SIU Academy, etc. (This slide will be prepared by SIU and the organizer needs to provide it to each speaker.
- A copy of the presenter's slides needs to be provided to SIU when the final videos are sent (in case we need to modify the slides). Our editors will sign an NDA preventing them from sharing the slides to anyone else.



Requirements for video recordings

- **Panel Discussion/Q&A sessions:**

- Close-up: speaker presentation on the podium
- Format: Introductions should always start with a view of the speaker alone or with the title slide on the side)
- For Q&A sessions:
 - show moderator (when presenting session)
 - show panel on the podium and close up of speaker answering the question
 - **IMPORTANT:** Each speaker on the panel should have, if possible, a name plate (in order for us to know who is speaking for editing purposes)
- Shot of the audience during the opening of the session
- If there is a question from the audience, please only include shot of moderator/panel of speakers and the speaker responding to the question but **do not include shot of person asking the question** (to avoid us tracking down authorization forms); to prevent the "shaking" of the camera as it moves from one speaker answering the question to another, is it possible to get a close up of the whole panel instead (with their name plates on the table for identification, if there are any).
- If there is a question from a speaker to the audience and they have to vote by raising their hands, please show the audience so we can see their hands, **from the back, as we want to be careful and not show their face as per the above comment.**

Live surgeries:

- **Ensure to switch to the other OR when indicated by the moderator. It is very important that we see the other OR and what the surgeon in this room is doing.**

General comments for all recordings:

- Ensure that there is another source for the Audio so we can have a back-up in case something goes wrong
- Before sending SIU the final videos, the videographers must watch the videos once and verify if we do not lose the image or/and the audio at any moment and try to fix it before.



Requirements for video recordings

Timelines:

The videos must be sent to SIU no later than four weeks after the event.

Example preferred format:

Sample content slide (with speaker and slides shown as described):

Navigation history

Alberto Lapini

3rd International Meeting challenge ET ENDOUROLOGY & Functional Urology Paris Marriott Rive Gauche Hotel and Conference Centre JUNE 26-28, 2013

"As a standard procedure, cystoscopy and TUR are performed using white light. However, the use of white light may lead to missing lesions"

ISSUE

"Overlooking"

CIS
Residual Tumor

↓

New endoscopic imaging techniques able to enhance contrast between tumor and normal mucosa can improve the sensitivity of BC detection

00:13:08:58

Sample content of discussion panel:

