

## Resource Center Event Content Capture Guidelines

The SPS Resource Center is the IEEE Signal Processing Society's online library for video content and host venue for recordings of plenaries, keynotes, and tutorials from solely owned SPS conferences. Conference organizers are responsible for collecting material for integration into the Resource Center using the following guidelines.

### Advice for Conference Organizers

Conferences and workshops, in particular large conferences, host different kinds of sessions; the following advises on the kinds of material suitable for the Resource Center.

1. It is required that the **plenary sessions** be captured.
2. It is highly recommended that **tutorials** and any **special tutorial-style** sessions be captured.
3. It is not recommended that **regular lecture** sessions be captured.
4. Please note that the videos **should not** be posted to the conference website or be available via any other avenue. The videos will be posted to the Resource Center.
5. Please contact Jani Boutellier <[jani.boutellier@tut.fi](mailto:jani.boutellier@tut.fi)> for advice and guidance on recording content for the Resource Center.

### Materials Required

The following are required for the Resource Center to host content:

1. A signed IEEE Copyright and Consent Form for each recording, complete before the event is recorded.
2. A recording of the event.

### What to Record

A Resource Center recording should have the following (in decreasing order of priority).

- A video recording of presented technical materials (usually slides and/or associated video and audio) and a very clear recording of the speaker's voice. The video can be captured either by recording the projection of the materials on a screen, or using screen-grab recording software. It is recommended that audio be captured via lapel microphone.
- A video recording of the speaker.

### Video/Audio Formats

The following technical specifications should be used to ensure high-quality playback from the Resource Center.

- MP4 format
- Codec: H.264
- Resolution: 1280x720 (minimum)
- Compression: VBR
- Video Bitrate: 1.2 Mbps - 1.5Mbps
- Audio: AAC 192Kbps or MP3 192Kbps (minimum)

### Video/Audio Formats

The final recorded content and the IEEE Copyright and Consent Forms should be sent to the SPS Web Administrator, Rupal Bhatt ([r.bhatt@ieee.org](mailto:r.bhatt@ieee.org)) at the conclusion of the event. She will work directly with the Resource Center Chief Editor regarding reviewing for quality and posting.