

Resource Center Event Content Capture Guidelines

The IEEE SPS Resource Center is 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.

For Conference & Workshop Organizers:

Below are the types of material suitable for the Resource Center, particularly for large conferences:

1. It is required that the **plenary sessions** and **tutorials** and **tutorial-style** sessions be recorded.
2. It is not recommended that **regular lecture** sessions be recorded.

For Seasonal School Organizers: It is required that **all sessions** be recorded.

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 exclusively on the Resource Center.

Recording Questions: Please contact (jani.boutellier@tut.fi).

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 and submit with the recorded video. If there is **no IEEE published paper** involved, just complete the red highlighted fields on the form.
2. A recording of the event in MP4 format.

What to Record

- Preferred Option - 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 recorded from the projection of the materials on a screen, or using screen-grab recording software.
- Secondary Option - A video recording of the speaker, where the speaker's voice is clear.
- It is recommended that audio be recorded via lapel microphone.

Video/Audio Formats

The following technical specifications should be used to ensure high quality playback from the Resource Center. For questions on the technical specifications, contact sps-videos@ieee.org.

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

How to Submit Recorded Content

The recorded content and the [IEEE Copyright and Consent Forms](#) should be sent to (**sps-videos@ieee.org**) within two months of the conclusion of the event, along with a summary document of all the content sent. Please use the following naming conventions when submitting the video files:

- **Plenary Recording Files:** "Plenary_ConferenceAcronym_speaker or title.mp4"
- **Tutorial Recording Files:** "Tutorial_ConferenceAcronym_speaker or title.mp4"
- **Other Recording Files:** "EventType_ConferenceAcronym_speaker or title.mp4"