

SigView Conference Content Capture Guidelines

SigView, the IEEE Signal Processing Society's online creation and hosting platform for digital content, is keen to host content presented at all solely-owned SPS conferences. The following are guidelines for conference organizers collecting material for integration into SigView. Note that the SigView Chief Editor (ce.sigview@ieee.org) is always available for consultation on any aspect of the process described below.

Advice for Conference Organizers

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

1. It is highly recommended that the **plenary sessions, tutorials** and any **tutorial-style** sessions be captured.
2. It is not recommended that **regular lecture** sessions be captured.

Requirements for Conference Content Integration

The following are required for creation of SigView content of conference sessions

1. Content source materials (see below)
2. A signed consent and release form
3. A named chair responsible for interaction with the SigView Editorial Board and for overseeing creation of the SigView content.

Note that the chair and any associated administrators will be supported by the SigView Editorial Board in integrating material their content into SigView.

Specifications for Capturing Content

To create SigView content, the following are required:

- The slides presented, along and any associated videos, audio etc. used during the presentation. All of PowerPoint, PDF or JPEG slide formats are accepted.
- An audio or video recording of the speaker
 - It is recommended that the presenter's voice recording should be via lapel or lectern microphone– high quality, 'clean', uninterrupted audio is required.

As well as being a hosting platform for video content, SigView is a content creation platform. That means that no prior integration of the materials listed above is required SigView provides online tools for their integration.