

Mediasite – presentation best practices

Creating a quality Mediasite presentation

Increase the quality of your Mediasite presentations by paying attention to a few small details.

Video

When recording video of a presenter speaking directly to the audience, use a medium close-up shot (head and shoulders) and center the subject vertically and horizontally. See example.

If the presenter is speaking to both a local and online audience, the presenter should not look directly into the camera.

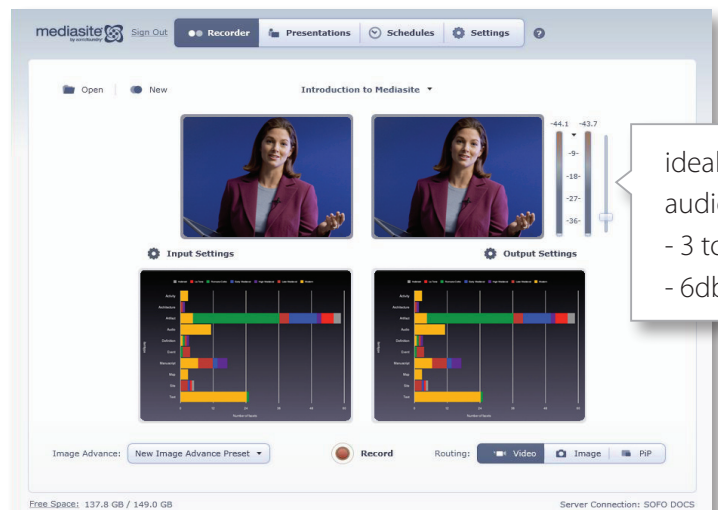
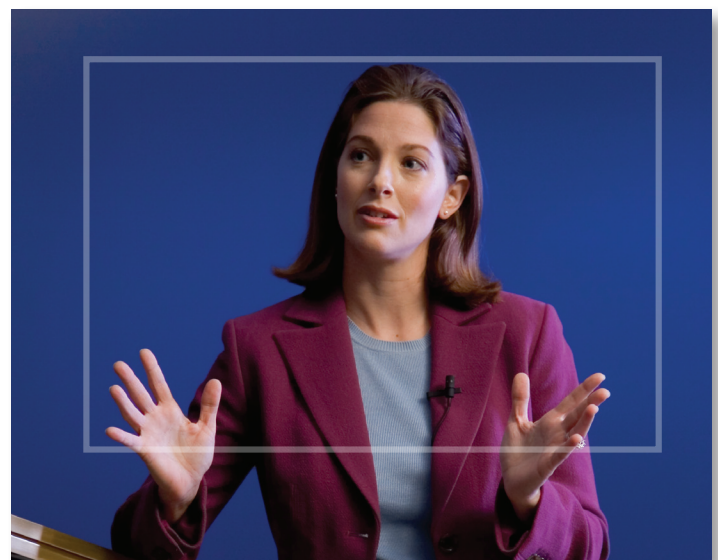
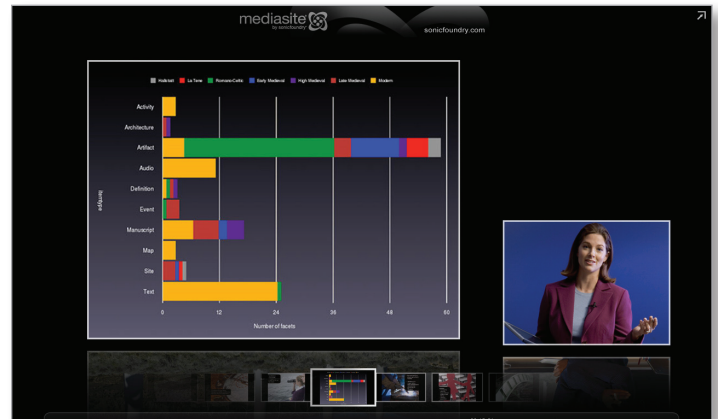
Audio



Make sure the audio levels coming into the Mediasite Recorder from the presenter's microphone are adequate (-6 to -3db).

When using a lavalier microphone, clip it to the presenter's lapel approximately 6-8 inches below the chin. When using a table microphone, make sure the presenter speaks directly

into it. When recording multiple presenters, perhaps around a conference table, use multiple microphones and a mixer routed into the Mediasite Recorder for complete audio coverage.



Presentation materials

You can use any DVI/VGA source with Mediasite. For optimal presentation capture, you may have to add additional image advance presets (Settings tab > Image Advance Presets > Add a New Preset) on the Mediasite Recorder. Once added, you will select your new image advance presets from the Image Advance drop-down list. The following options are available:

> Sensitivity

Default value = 90. When capturing material where changes occur frequently or in fine detail, such as digital white board or a presentation with animation, reduce the sensitivity settings to avoid capturing unimportant events.

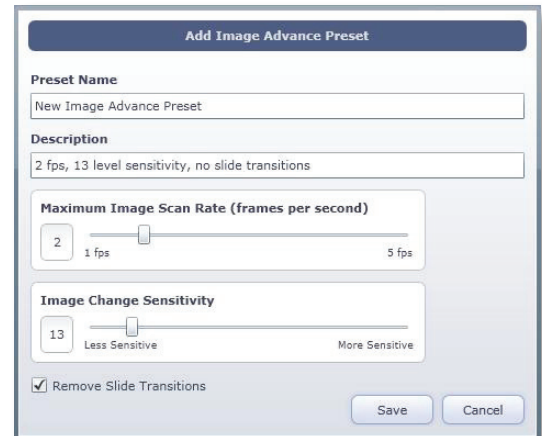
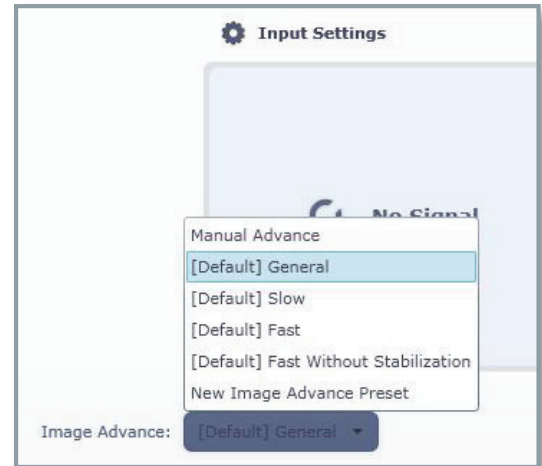
> Image Scan Rate (Frames Per Second)

A .jpg image is created each time Mediasite detects a change in an image, so when capturing material adjust the image scan rate to achieve the desired results. For example, when capturing annotations on a tablet PC, decrease the FPS so that you capture a completely written equation instead of the presenter writing the equation.

> Remove slide transitions

When images change frequently in the presentation materials, Mediasite by default will wait until the image becomes stable before it sends the image to your audience. Clear this checkbox if you want Mediasite to send images more frequently.

Adjusting these settings may increase the number of slides captured and therefore increase the size of the presentation.



Other areas to consider

Planning – As with any presentation, take time to plan your Mediasite presentation. Consider the number of presenters in your presentation to determine how many microphones you need and any additional audio/video equipment required.

Clothing – When you record a Mediasite presentation the video is captured and compressed to make the video appear smoother, so presenters should avoid wearing plain white shirts, or shirts with stripes or small patterns.

Lighting – Room lighting is generally adequate for recording video. However, if there is a long distance between the camera and the presenter, additional lighting is helpful. A well-lit presenter increases the quality of the video.

Support

Customer support is available with your Mediasite Customer Assurance contract by visiting www.sonicfoundry.com/support or, by calling 877.783.7987 Monday-Friday 7:00 am - 7:00 pm Central.

Registration Code: _____ Activation Code: _____