
Capturing Your Meeting On Videotape

There are a number of reasons why you may want to record a meeting. Business meetings may be recorded to review issues that were brought up and comments that were made in the meeting. The recorded files can also be transferred to your Intranet or the Internet to share with others.



Here are some things you need to consider when you are recording a meeting.

Where Will It Be Used?

Will the meeting be archived? Will you require post-production work (including editing)? Will you be posting it on your website? You will have to determine the video's use in order to decide the quality you require.

Make Sure You Have Permission

It's a good idea to ask all of your presenters to see if you can use their material in your videotaping. You may require written permission if you are posting it on your website or plan on producing copies for distribution.

Audio Requirements

The audio portion of your presentation is the most important part. If no one can hear or understand the presenter, then there is no point in taping it! The first step in producing a great recording is determining your audio needs. Will your presenters be using a podium? If so, a podium and a podium microphone may suffice. Will they be moving around the room (or stage)? If so, then you will want to consider a lavalier (wireless) microphone, which will allow them to move around with ease.

Consider having at least two audio sources as well. This ensures that if one fails, you have a backup.

Question and Answer Periods

Capturing the audio from question and answer periods can often be difficult. To solve this problem, ensure that you have microphones stationed around the room. In small rooms, one microphone located at the rear or middle of the room is sufficient. In larger rooms (with more attendees) you will want to consider two or more microphones.

Cameras

The number of cameras you require for your event will depend on the number of attendees and the room size. Many meetings use at least two cameras (allowing for switching between the cameras). Cameras are generally placed at the rear of the room on the opposite side of the presenters. If you have PowerPoint slides, we like to be opposite to the screen to enable a great view.

A riser platform for the camera and the camera operator is ideal because it will ensure that camera shot is above heads of audience members. It is also important to ensure that there is enough electricity at the rear of the room.

Lighting

Poor lighting can make a presenter disappear in the background. Additional lighting including backlighting, spotlights, and overhead lights are often necessary to ensure that your visuals are clear.

PowerPoint Slides and Other Images

You can combine the PowerPoint information with the visuals, or you can have two cameras (one aimed at the presenter, the other at the slides), it's entirely up to you.

Contact GavCom Media Productions today to learn how we can effectively capture your event!

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