Zurich, 06 September 2015

Event recording - technical remarks

Your event will be recorded and/or broadcast by an on-site production team. However, in some respects, successful recording depends on your help:

- Use the microphone we provided. Without the mic, the recording is practically worthless. Note that some microphones have a mute button which should be deactivated. The microphone is active after 2-3 seconds.
- Start your talk after waiting additional 2-3 seconds and turn off the microphone a few seconds after the end of your presentation.
- Repeat any questions from the audience, since without a mic they will not be heard on the recording.
- Ideally we prefer using one common computer for all speakers. Switching computers can pose technical problems and cause delays.
- All lecture halls support presentations with a 16:9 aspect ratio as do today's devices. Ideally, you would therefore compile presentations in this format, which blends well with our video.
- Mobile phones can create static noise – please make sure speakers switch off their devices completely.
- Switch off power saving features and screen saver for the presentation and run the computer off a power supply unit.
- Disable any notification features (email, Skype, etc.) which you don’t want to be captured.
- Remember that pointers are not visible in the recording.

If you encounter any problems feel free to contact the on-site production team.

Thank you for your cooperation!