

Institute of Acoustics Branch Meeting AV Facilities – 09/08/2018

Two separate committees (Publications and Meetings Committees) have researched, purchased and produced guidance for the use of two mutually exclusive sets of equipment, with a view to enabling greater access to branch meetings by the IOA membership. These two sets of equipment are briefly described below along with their use. For more information, or copies of the relevant guidance documents, please contact the respective committee member.

1. Video Capture Box

- a. Procured by: Publications Committee
- b. Primary responsible committee member: James Hill (James.Hill@aafgb.com)
- c. Equipment primary use: Recording presentation slides and presenter audio at branch meetings for later editing and upload to YouTube or similar.
- d. Complexity of equipment and setup time: Single standalone box for use with a PC and screen or projector. 5 mins.
- e. Intended Quantity and Distribution: Single unit, to be sent out from IOA HQ on a single use basis

2. Virtual Meeting Equipment

- a. Procured by: Meetings Committee
- b. Primary responsible committee member: Robin Woodward (Robin@HayesMcKenzie.co.uk)
- c. Equipment primary use: Allowing virtual attendance to branch meetings by broadcasting meeting over GoToMeeting (also works with Skype/Lync etc.)
- d. Complexity of equipment and setup time: Numerous separate components and the requirement for an internet connection. 1 hr.
- e. Intended Quantity and Distribution:
 - i. Short Term – Single system to be sent out from IOA HQ on a single use basis
 - ii. Long Term – Systems to be purchased for any branch who requests it from IOA for their ongoing use

N.B. The use of the Video Capture Box should not be used in conjunction with the Virtual Meeting Equipment, however there are facilities within the GoToMeeting software (part of the Virtual meeting Equipment) to record the meeting effectively. The Video Capture Box is, however, much simpler and less intrusive in its use for a 'normal' branch meeting for recording purposes.