

Guidelines for the multimedia lecture preparation

General precaution for material preparation

This workshop is a closed event for registered users only, but the lecture materials may be exposed for a restricted public, and some materials may become downloadable upon the lecturers consent. Thus, if you use any figures or charts from a third party for preparing the lectures, we advise that prior consent be acquired and care be taken not to violate any copyrights of a third party. ABREN will not be responsible for any trouble caused by the violation of copyrights of such lectures.

Lecture format:

Students may not be able to concentrate if lectures are long and continuous. In order to make lectures more effective, the lectures should include hands-on practices or assignments in each session. So, please try to prepare your lecture as one unit of about 20 minutes including hands-on practices or assignments at the end. If your talk is more than 20 minutes, it may be broken into 20 minutes sessions.

Preparation of synchronized multimedia lectures:

(1) Preparation of lecture.

Prepare your lecture within the above time duration and create PowerPoint files accordingly. Prepare PowerPoint files for each session separately. When you need to go back and forth the slides, please insert the same slides, i.e., do not actually go back. This will avoid the complications of post-processing.

(2) Recording of lecture.

While recording your lectures, we suggest that the video includes the screen as well as yourself, just like a talk at the workshop or lecture, so that students know which part of slide you are explaining. The screen in the video need not be readable, because the PowerPoint slides will be shown in a separate window in the final product. Use a stick rather than a laser pointer to point out the places in the slide, as the laser may not be visible in the video.

Before starting the lecture, activate “Rehearse Timings” in the PowerPoint menu, in order to record the timing of PowerPoint slides during the lecture. This timing information is necessary to create the synchronized multimedia product.

(3) Production of multimedia material from the movie and the PowerPoint slides.

In this workshop, lectures will be shown as a combination of movie, slides and audio in a synchronized manner. We will use Flash Media format only. Record your lectures in home video, and send us the video in DVD (MPEG2 format) and the corresponding PowerPoint file. We can convert it into the Flash format and make the final multimedia product.