

SigView Conference Content Capture Guidelines

SigView, the IEEE Signal Processing Society's online creation and hosting platform for digital content, is keen to host content presented at all solely-owned SPS conferences. The following are guidelines for conference organizers collecting material for integration into SigView.

Pointers for Conference Organizers

1. It is highly recommended that the conference capture the **plenary sessions** and **tutorials** for SigView
2. It is not recommended that **regular lecture** or other sessions be captured.

Specifications for Capturing Content

The specifications for recording the content at the time of the creation of this document are below. Please contact the SigView Chief Editor (ce.sigview@ieee.org) to confirm the specifications prior to making the arrangements.

To create SigView content of a talk, the following are required:

- The presenter's slides. All of PowerPoint, PDF or JPEG formats are accepted, but it is highly recommended that, for ease of integration, PowerPoint slides are provided where available.
- Either an audio or video recording of the presentation.
 - It is recommended that the presenter's voice recording should be via lapel or lectern microphone as appropriate – high quality, 'clean', undisrupted audio is required.

Please note that SigView is a content creation platform, as well as a hosting platform. No integration of slides and video or audio is required in advance of upload to SigView – sigview provides these facilities itself.

Presenters must agree to and sign consent and release form

- The presenter maintains copyright on the presentation slides and any associated audio/video materials
- The IEEE Signal Processing Society maintain copyright of the recorded video and audio materials.