SPE GULF COAST SECTION WEBINAR RECORDING GUIDELINES

Scope: The guidelines in this document apply to all events hosted (co-hosted) by SPE-GCS, where a recording has taken place.

Goals:

1- Provide clear guidance to ensure we retain recordings of the events hosted as SPE-GCS property and to populate the SPE-GCS On Demand Library with on-demand content.

2- Outline rules for all participants/registrants on recording or distributing the event without SPE-GCS authorization.

All SPE-GCS , all Study Groups and Committees are required to adhere and follow this guidelines. Should you have any question contact your Section Programs Chair and Vice-Chair.

I. PRIOR TO THE EVENT

1. Check with the speaker if he/she will allow the event to be recorded and posted on our website under the library on-demand content.
   - The speaker may need to verify with its employer and as for permission; this process may take time. Keep this in mind when planning the event.
   - Should the speaker not allow to record the event, we do not record the event.
   - If it is a panel where multiple speakers are present, do not record if you do not receive consent from all panelists
2. Consent to record the event should be received in writing, recommended format is included on the following pages.
3. The following reference text is required to be included on the event registration, and displayed for registrants to see during the event intro:

- "Notice to all attendees regarding the potential recording of this conference session: SPE-GCS conferencing software being used allows meeting hosts and other authorized users to record conference sessions. Part or all this conference session may be recorded by the host and/or other authorized persons, and your participation in this conference shall constitute your consent to the recording of this conference session. If you have questions or concerns about the potential recording of this conference session, please contact the meeting host prior to joining the conference."

4. SPE-GCS preference for any webinar that will be recorded is to use one of its webinar licenses (Zoom, GoToMeeting). Should an event be hosted and recorded on another organization or individual's platform, we need to have prior agreement that a copy will be given to SPE-GCS, authorizing it to post it on the SPE-GCS On Demand Library; for example, a sponsoring company hosting the event in their platform (i.e. WebEx, Microsoft Teams)

II. THE DAY OF THE EVENT

1. Let the audience know the event will be recorded. You can say it verbally while doing the introduction, and it is also recommended to have a brief text display before the event on the screen, i.e." This event will be recorded".

2. A warning for any unauthorized recording or distribution of the event should be given to all attendees, the following text is provided as a reference:

   - SPE holds itself and its members to the upmost ethical standard. Event registrants are not authorized to record or distribute the event, nor any sections of it. Should an attendee be found to have recorded the event, SPE-GCS may pursue legal action against the individual; and could have its SPE membership revoked.

III. AFTER THE EVENT

1. If the Study Group or Committee responsible for hosting the event was recording the event for posting on the GCS On Demand Content Library, they should:
   a) Edit the recording: trim the minutes until the moment the event begins, any minutes during the event that may require to be cut. Remember, the video will be posted, and we need to ensure the content is ready and optimized for the viewers
      i) The person who edits the recording will have to download it and perform the editing
   b) Create a cover sleeve
   c) Once the video is ready, the person can either upload it on Google Drive or share it (via downloadable link, dropbox, etc.) with the SPE-GCS webmaster (webmaster@spegcs.org)
   d) The Webmaster will then proceed to convert it and provide the link to the recording.
   e) If the recording is free (GCS Awards Banquet, GCS Kick-off Meeting, etc.)
      i) The webmaster will just post the recording link using the cover sleeve the group created.
   f) If the recording will have an associate fee to view the video
      i) The group will create the registration page and sends the link to the webmaster
         (1) The registration confirmation email will contain the link to the recording that the webmaster provided.
      ii) The webmaster will link the cover sleeve to the registration page.

2. If the Study Group or Committee responsible for hosting the event was recording the event to make it available post meeting to paid registrants, they should:
   a) Only send the link to paid registrants (confirmed) that request the recording by email
   b) View the cloud recording and ensure the expiration date of the recording is 1-2 week from the current date.
   c) Email the participant the link and inform them of the expiration date and not to share the link.

Please refer to the "On demand Content Library Workflow" document attached after the consent form.

WEBINAR RECORDING CONSENT FORM – SPE-GCS

I, _____, consent to the recording of the SPE-GCS webinar hosted by the _(name SG or Committee)_ , named "_____", to take place on _____, 202 _, event to make it available on demand on their website under the Library "On-demand content".

SPE-GCS will direct any revenue from the recording towards supporting its scholarship program.

Sign in agreement:

_____	_____
Speaker	**SG/Committee Chair**
Name	**Name**
Company	**Date**
Date	

Gulf Coast Section

Society of Petroleum Engineers
Gulf Coast Section

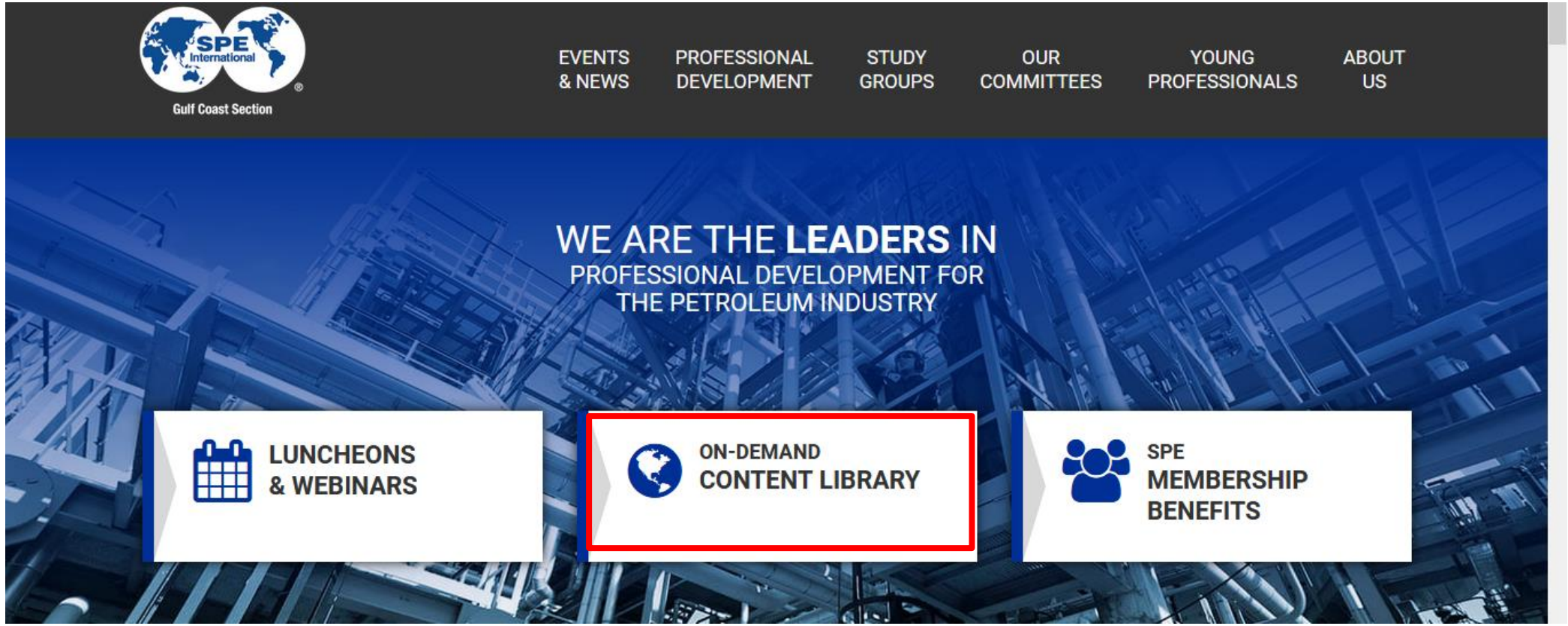
On demand content library - Workflow

- SEPTEMBER 22, 2020

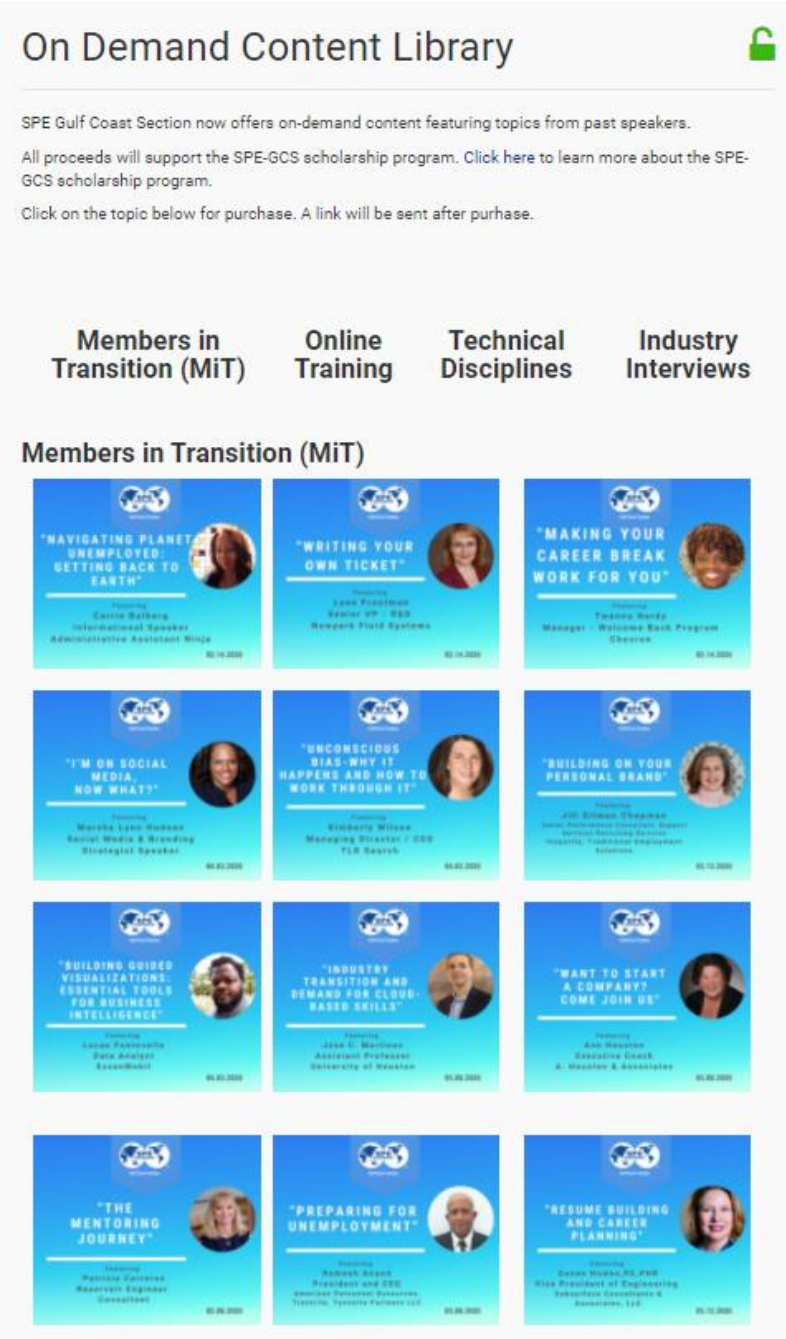
Outline

- On demand content library workflow
- How to create cover sleeve in Canva?

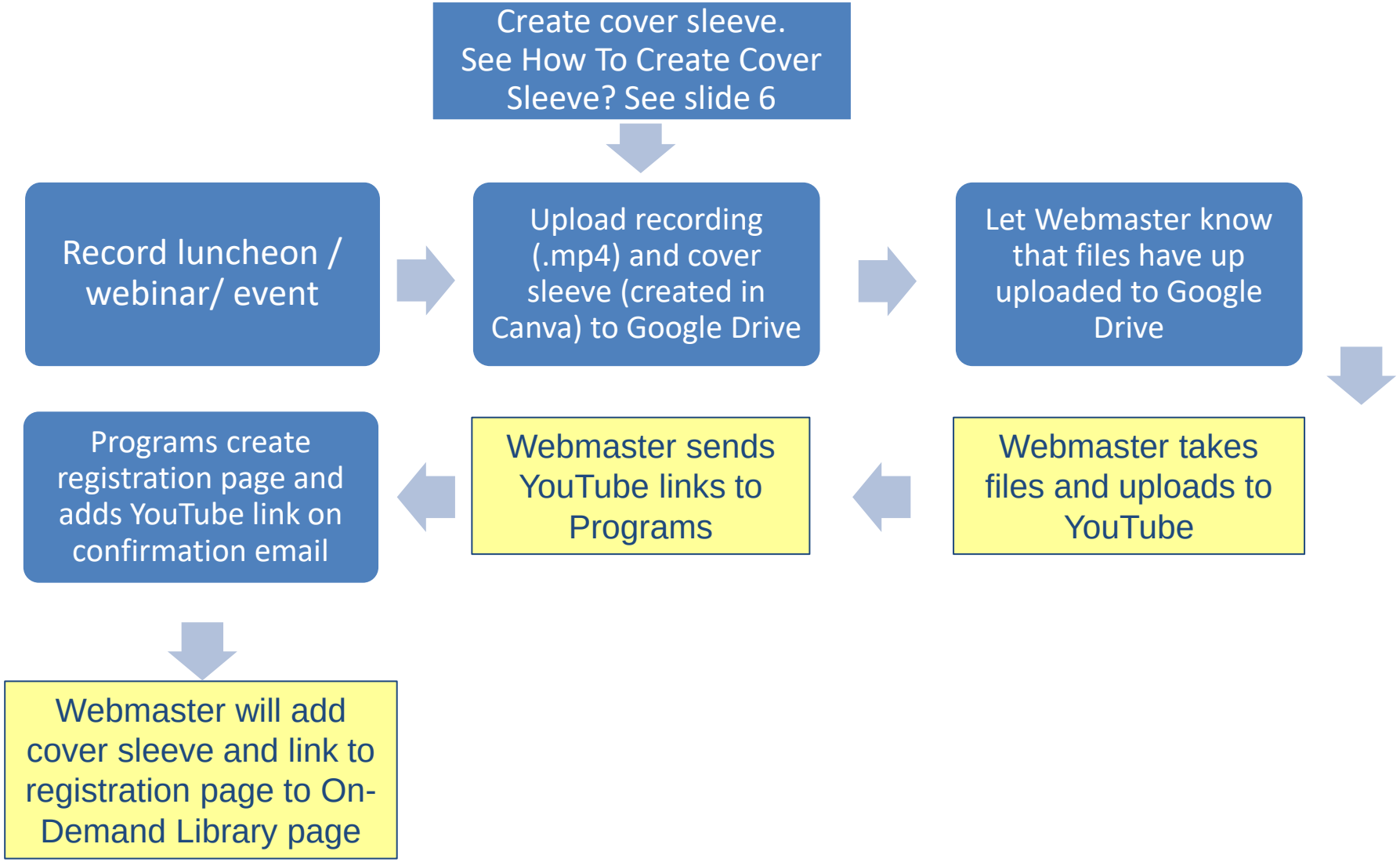
On Demand Content Library location in SPE-GCS website



On Demand Content Library



Current Workflow

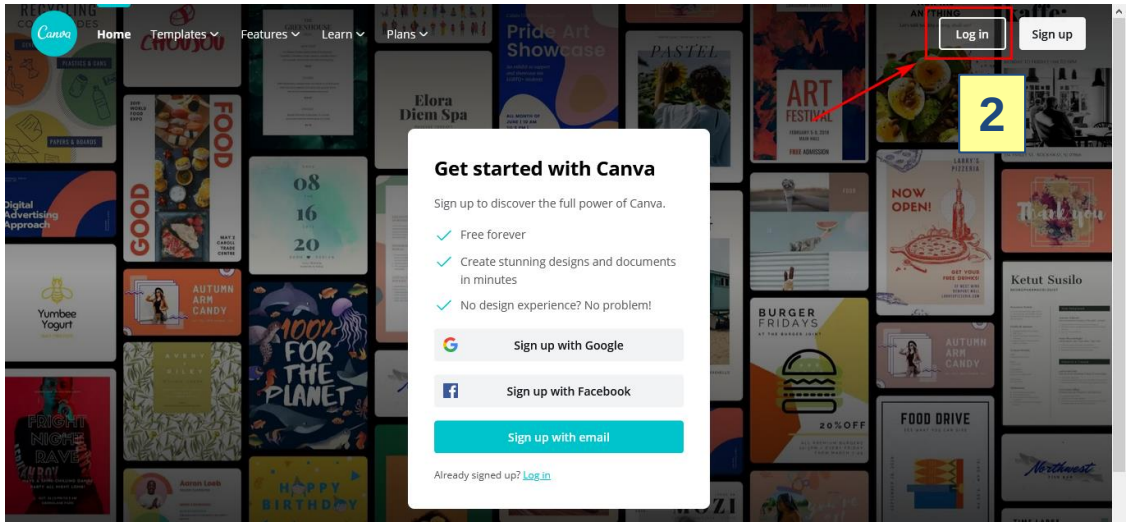


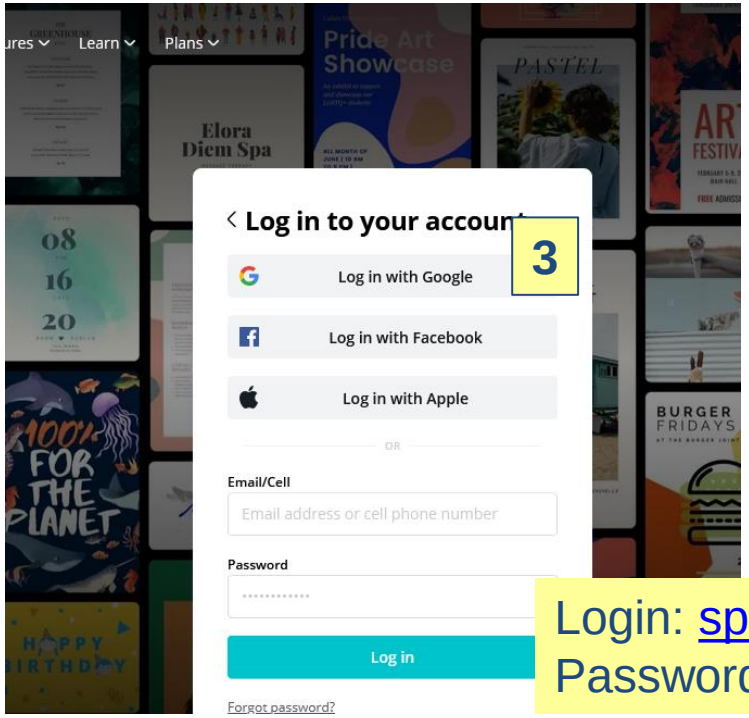
Gulf Coast Section

How to create cover sleeve in Canva?

Canva Login

1) Go to https://www.canva.com/
2) Click on Log in
3) Log in with Google and use the SPE Webinar credentials

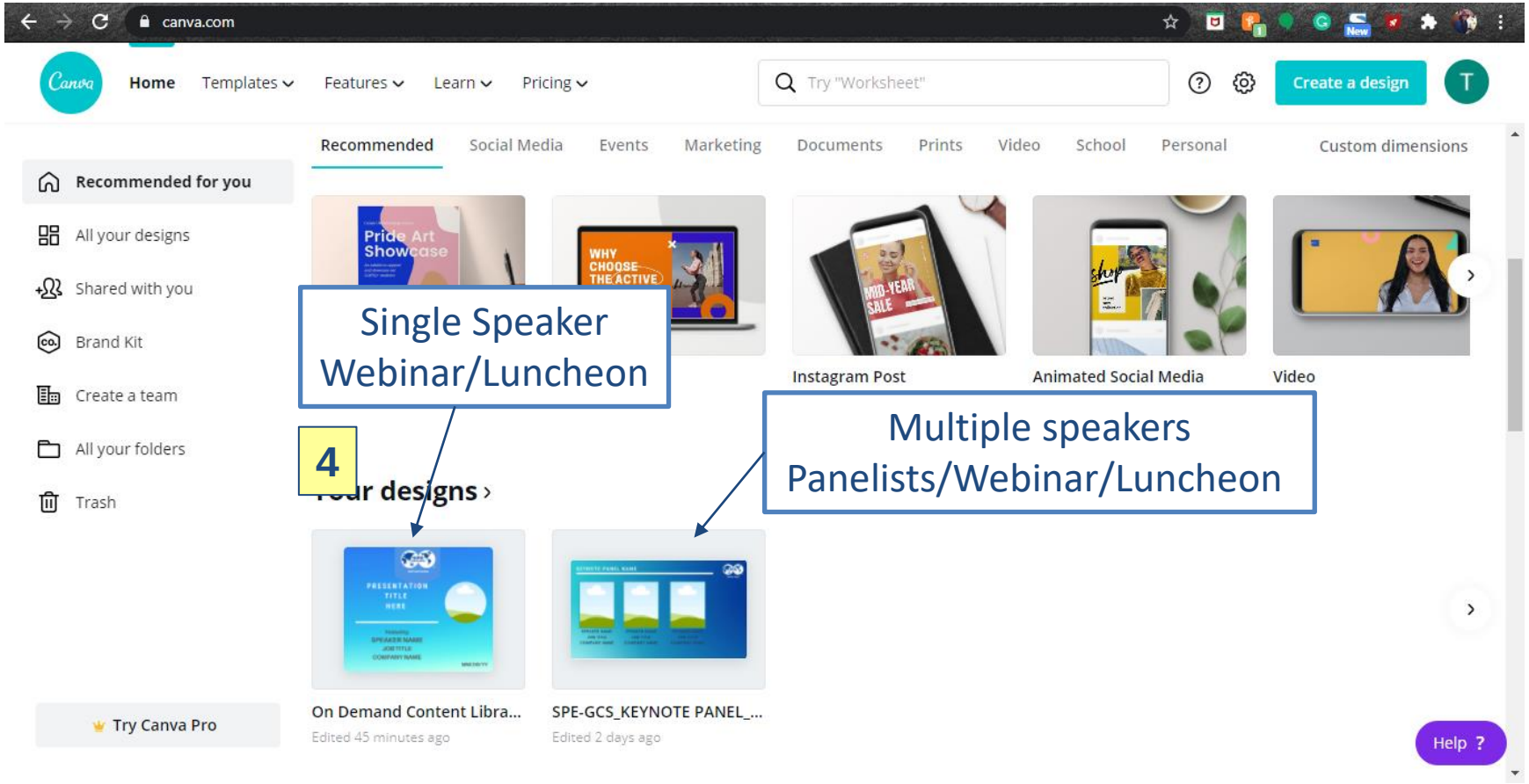




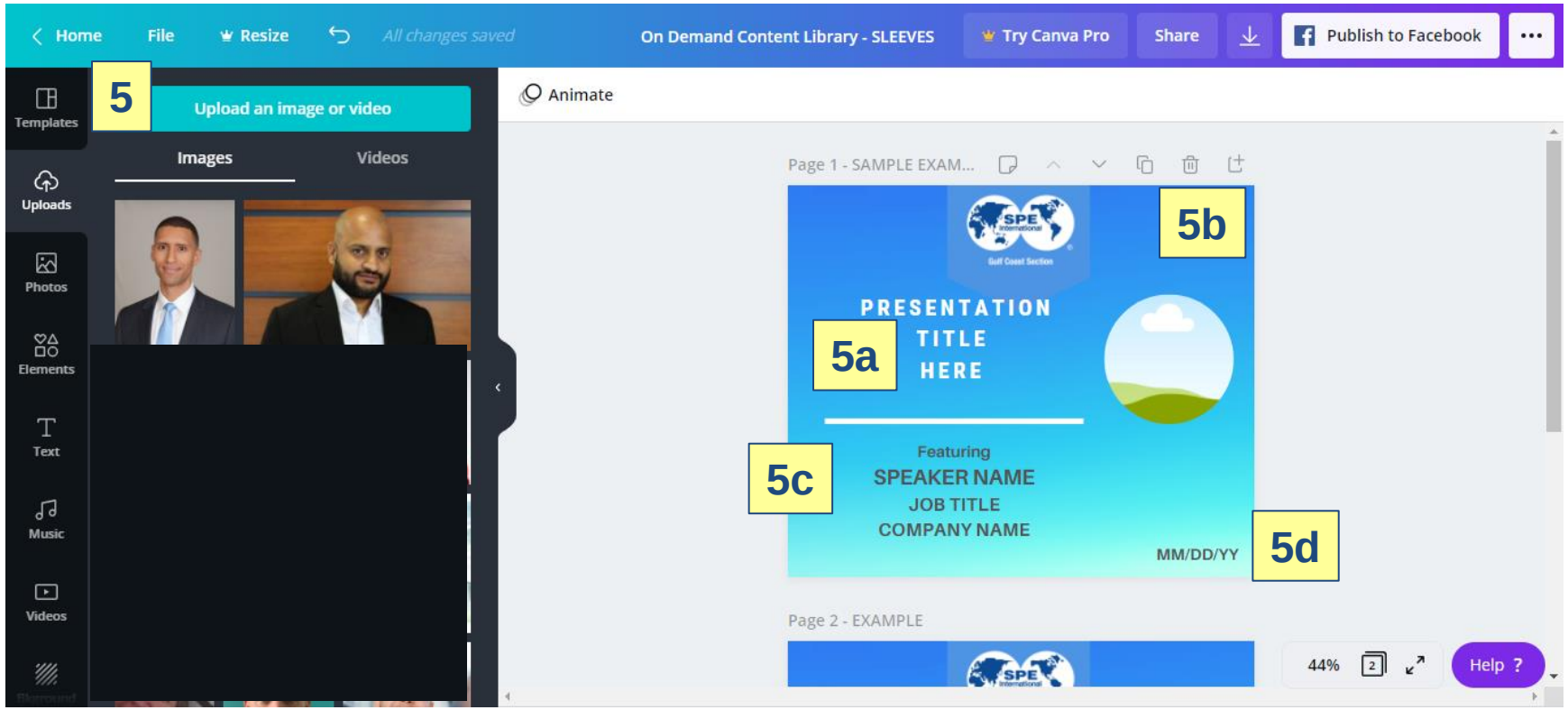
Login: spewebinar@gmail.com
Password:speguest1

How to create cover sleeve in Canva?

4) Select and create cover sleeve



How to create cover sleeve in Canva?



5) Upload picture from speaker

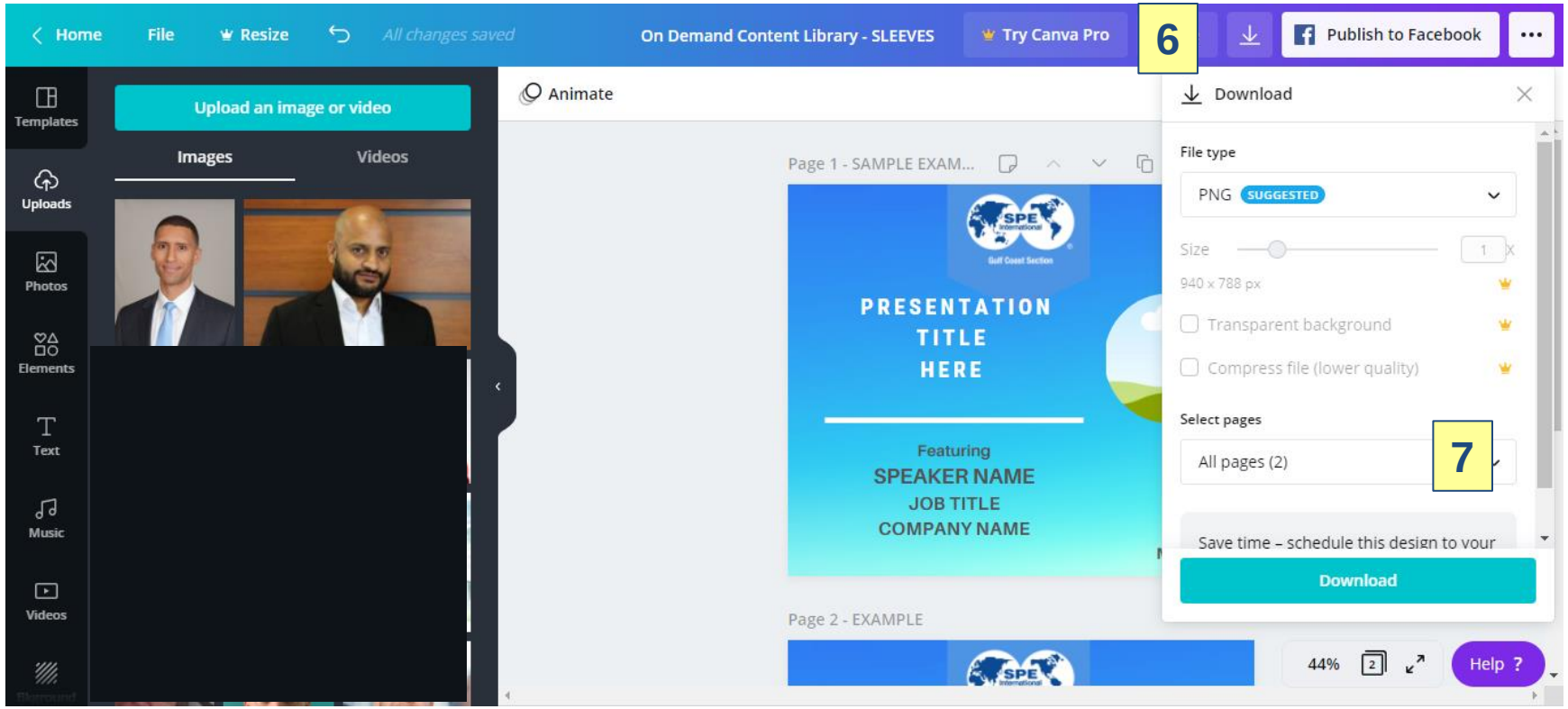
5a) Add presentation title

5b) Drop speaker picture

5c) Add speaker, job title and company name

5d) Date of luncheon, mm/dd/yy

How to create cover sleeve in Canva?



6) Click on download, file type as .PNG

7) Make sure you select the picture you want to download

Questions?

- Upload/download video
  - Contact: webmaster@spegcs.org
- Cover sleeve
  - Contact: adinorah.martinez@gmail.com