

BEFORE THE MEETING STARTS

1. Familiarise yourself with the camera controls (record / pause / restart)
2. Check the zoom setting – the static view should include the entire walkable stage width
3. Check the camcorder is in **AUTO** mode



WHAT TO RECORD

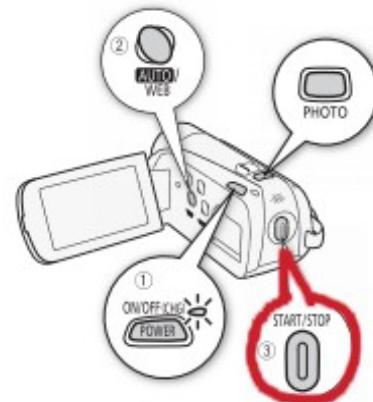
3. Record every prepared speech
4. Other role holders who want a video of their report

DURING THE BREAK – WHO ELSE WANTS A VIDEO?

5. Ask these role-holders if they'd like a video of their report for their own use:
 - Speech Evaluators
 - Table Topics Evaluator
 - Grammarian
 - General Evaluator

HOW TO RECORD

6. Paused recording (red button) (two vertical green || lines in display)
7. Start recording (red button) once the applause starts (red dot in display)
8. Pause recording when the applause ends



AT THE END OF THE MEETING

9. Give the video-editor a list of the requested videos