

WISEdata Conference Roles & Responsibilities

Contact Info:

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Presenters

1. Link to [DPI Staff Resource Schedule with Links to Teams Meetings](#)
 - Use this document to access the conference session schedule, what room(s) you're assigned, find your resources, get your Teams meeting link and slide deck.
 - Link to [Recording Your Presentation](#) webpage.
2. Set up your laptop at the front of the room (podium or table), make sure you know where the Kalahari room phone is in the event you need help with audio/video or need to request more chairs for attendees.
 - **Join** your Teams Meeting.
 - **Go to the WISEdata Conference channel – General – Files – [2023 Slide Decks](#) to get your slide deck/presentation.**
 - **Share** your screen. Click the **Share Content** button. Usually just share your screen. If you are doing a demo, you may want to share your whole screen.
 - Select **Share Computer Sound** for pre-recorded presentations.
3. **Start Recording.** Under the More Actions menu, select **Record and Transcribe**; then select **Start Recording**. This will start both the recording and speech-to-text transcription.
 - a. **NOTE:** All steps typed here (numbers 3 – 7) are the same instructions posted on the [Recording Your Presentation](#) webpage
4. At the end of your conference session, **stop the recording and transcription**. To do so, go to the **More actions** menu again and select **Stop recording**.
 - After Microsoft Teams has processed your recording and text transcript, they will appear in the meeting chat. Please note that this can take some time, even an hour or more for a longer presentation, so if they have not appeared yet, please check back later.
 - To **download the video recording**, select the three dots next to your meeting video in the meeting chat, and go to **Open**. The video will open in OneDrive.
 - In OneDrive, select **Download** at the top of the screen to download your video recording.
5. Next, **download the transcript**. To do so, click the three dots next to the transcript file in the meeting chat, and select **Download as .vtt**. Please note that it is important for the transcript file to be a .vtt and not a .docx, as this file type is necessary for the transcript to be joined with the video.
6. **Review and edit your transcript.** The speech-to-text transcription in Microsoft Teams is fairly accurate, but it isn't perfect and will make mistakes, especially with names or technical terms. To review your transcript, open the .vtt file in Notepad. Then, review the text and edit any mistakes you find.
 - While you are editing your transcript, **do not edit or remove any of the time stamps in the file**. These time stamps are how the .vtt file can be synchronized to the video. You only need to edit the actual text of the transcription.
 - **Save** your edits in the Notepad file.
7. After you've edited and saved your transcript, you're ready to upload your video and transcript files for processing. To do so:
 - Open the **WISEdata Conference Planning Teams channel**.
 - Click "**Files**" and click the "**2023 Recording and Transcript Files**" folder.
 - Click "**Upload**" "**Files**" then find your .vtt file from the location where you saved it.
 - Click "**Open**" to upload the .vtt file into the "2023 Recording and Transcript Files" folder.
 - Once your files are uploaded to the correct folder, you're done!

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Resource Persons

1. **Bring your laptop!**
2. Aid in the welcoming and seating guests. Smile! You're happy to be here!
3. Help your presenter, co-presenters with setup and/or support.
4. If you are assigned to a session that is presented by an external person you may have to join the session, start the recording and then stop the recording. You may also need to download the recording and .vtt files and supply them to the presenter to edit. See details above under presenter, #1 – 6 for details.
5. There is a phone in each room with a number that goes directly to Kalahari support. Use this for more seating, audio/video issues and if the water station needs refreshing.
6. Place yourself somewhere at the back of the room or off to the side, so you have a full view of the attendees and presenters. This will give you a full range of vision in the event there is a problem.
7. Mic runner during the Q&A part of the session: be visible, move quickly to provide a mic to those asking questions.
8. Be a reminder for your presenters to wrap things up when the time reaches 3-5 minutes before the session ends.
9. After the session do a quick scan of the room to ensure no one has left any personal items behind. If you find personal items, please turn them into the DPI Registration area.

Thank you!