

## 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

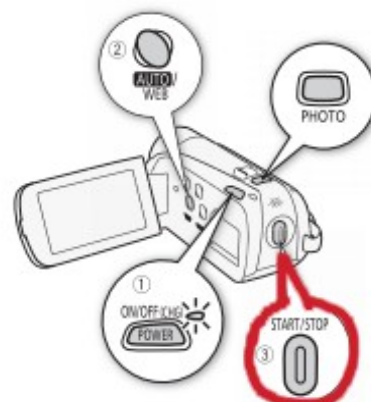
3. Record every prepared speech
4. Other role holders who want a video of their report

## 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