

## WORKSHOP ON BIBLICAL EXPOSITION

# TECHNOLOGY GUIDE

### OVERVIEW

At a Workshop on Biblical Exposition, the audio/visual and other technological needs include:

- **Microphone and a/v system with recording capabilities** for plenary sessions
- **Digital projection display(s) for:**
  - **showing an iPad** during plenary sessions (Instructors will usually bring their own iPad, but will need to connect it to a display via hardwiring, Apple TV, etc.)
  - showing the **Chicago Course on Preaching video** during the announcements (can be downloaded at <https://simeontrust.org/host/manual-part4/>)
  - displaying **PowerPoint slides** with lyrics for musical worship each day, if not using printed songs sheets
- **a camera for taking high-resolution photos** throughout the Workshop (Please send these pictures to [photos@simeontrust.org](mailto:photos@simeontrust.org) during the Workshop.)
- **audio recording** equipment for capturing the plenary sessions, to then be sent in .mp3 format following the below guidelines

### AUDIO RECORDING GUIDELINES

Host churches are expected to record the plenary sessions (excluding the Q&A session, which should never be recorded). The goal is to make these recordings available to the participants. The Charles Simeon Trust will make them available as downloads for free via our website. As such, we ask the host church to provide the full set of recordings to us. The host church is also free to make the recordings available as other media. It is up to the church to determine the price, based on covering the cost of the media and any cost of producing the recordings.

#### *Quality*

Please note that the recording quality is very important. Because the plenary instructional sessions will typically include moments of interaction, certain types of recording are very problematic. For example, tabletop recorders or handheld recorders will tend to pick up unintended discussion or other ambient noise. We prefer some kind recording system that makes use of a *microphone*. The audience interaction is not important for the recording and the quality will go down significantly without a microphone. If we don't feel the recording quality is good enough, we will not post the audio to our website.

#### *Media*

For audio files, the .mp3 file type is preferred. Please record in high quality and provide us a separate, labeled file for each talk. **Please label each audio file with the name of the talk and speaker.** Do not include the Q&A session, as we will never post Q&A online. We like to archive the recordings in high quality (44.1 kHz, 256kbps, stereo). We will down

sample them before we post them online. To transfer the media to a CST representative after the Workshop, we prefer that the compressed files are shared with us via Google Drive or Dropbox. Mailing us media with the files is also acceptable. Please contact the CST to arrange.

## PHOTOGRAPHY GUIDELINES

Host churches are expected to ensure that photos are taken. We need a high-resolution, posed group photo and candid photos of the speaker and participants during plenary and small group sessions. Please send these pictures to [photos@simeontrust.org](mailto:photos@simeontrust.org) during the Workshop.

Here are some tips on the types of photos we look for:

- **Candid.** While we occasionally use posed photos, candid shots are preferred.
- **A clear and interesting subject.** Try to take a photo of a person or two doing something, as opposed to a picture of a room or table full of people. For example, if you're going to take a photo of a small group, don't worry about getting all the people into the frame. Instead, make the person speaking the subject of the photo.
- **Options.** If possible, please take multiple shots of the same subject from different angles.
- **Simple backgrounds.** Lines (railings, beams, etc.) or pattern (brick) are ideal. Clutter can ruin a photo (water bottles or electronic equipment).
- **Extra space.** It is better to leave too much space around the subject than too little. We can crop as needed.
- **High-resolution.** If you have access to a high-quality camera, please use it. Photos taken on a phone can work if they are taken and shared at full resolution. Please note that most phone factory settings need to be changed. For example, iPhone photos are set to High Efficiency, and we'd prefer Most Compatible, which will send the photo as a JPEG. To change this on an iPhone, go to *Settings > Camera > Format > Camera Capture* and select *Most Compatible*.