




Xebia



**Checklist
book the
Studio**

Booking the Studio or Podcast Room

The Studio and Podcast room are located in the same space, so it is not possible to book them separately, therefore, all bookings are made via the Studio.

- Add “Studio Laap” as a calendar in Outlook
- Check the calendar to see if Studio Laap is free at the desired time
- Schedule an appointment and invite Studio Laap as a location (remember to include pre- and post- time for set-up and breakdown/ tidying up)
- The title of the appointment should be the name of the session/ event you are running
- Your request will be confirmed (or declined) by the Studio and you will be contacted by Helen George (Studio Events) to discuss your requirements*

* Note: if you require more complex assistance than our IT team can offer there will be an additional charge.

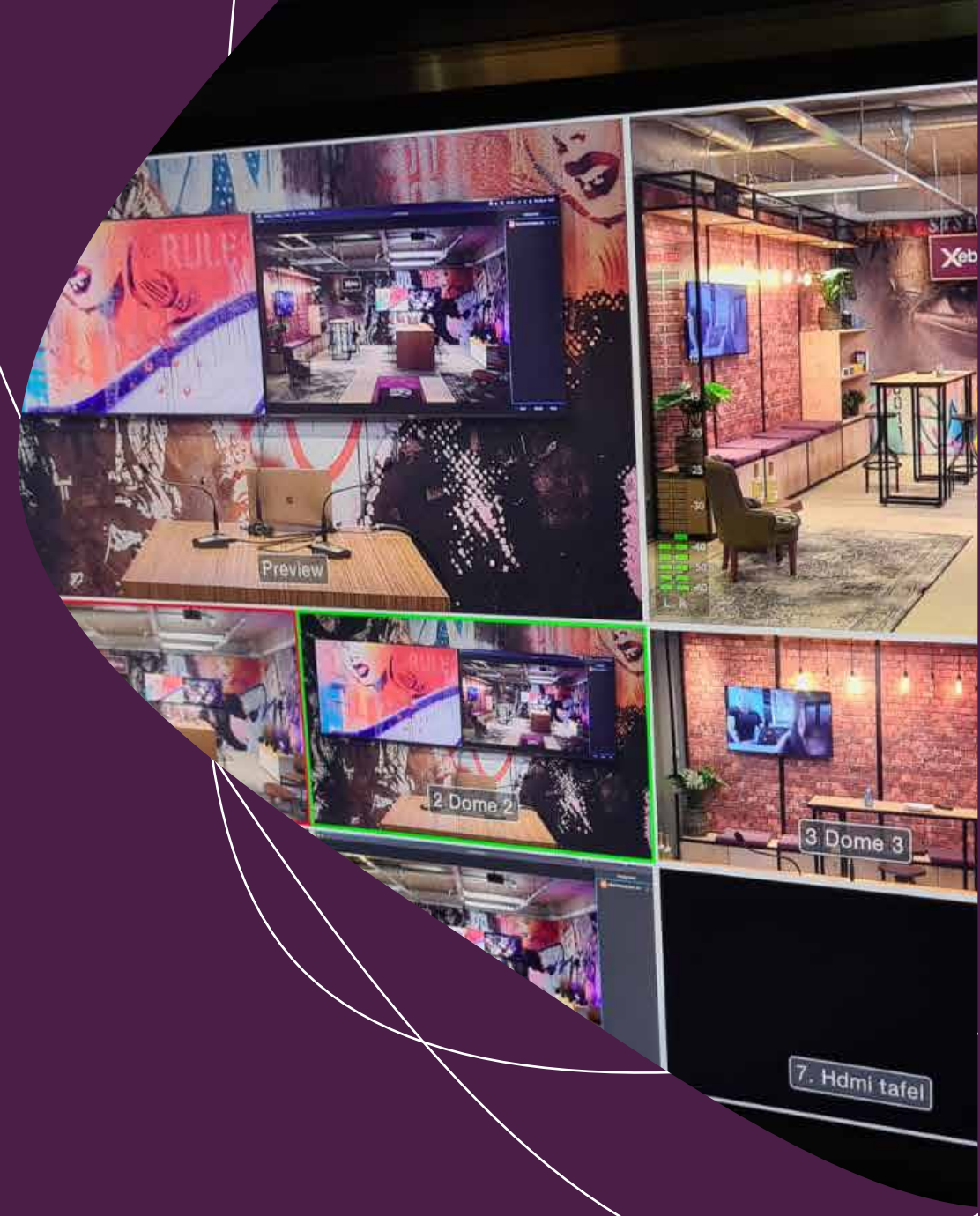
Standard equipment in the Studio

The below items can be used to make a recording, a live stream, or a podcast.

- 4 PTZ Cameras in the Studio
- 5 Microphones (tabletop model) in the Studio
- 2 Table and Desk seating in the Studio
- 2 LED Screens behind the host in the Studio
- 1 Viewing Screen in the Studio
- 1 Branding Board in the Studio

Standard equipment in the Podcast room

- 1 Microphone (tabletop model) in Podcast room
- 1 Table with chairs



Session checklist

Discuss with Helen what you plan to do and agree if any assistance is required for your session. Please consider the following:

- > Share date and name of the session
- > What is the goal of the session?
- > Is it internally or externally focused?
- > Will there be an audience in the room?
- > How should the room be set-up?
- > Is there a hospitality requirement (only for external events)?
- > Do you need to create artwork and if so what kind (presentation templates, bumpers, videos, countdown clock)?

- > What will happen and when (scripting of the session itself, is there a host, what will be discussed, will there be a Q&A)?
- > What will be shown on the screens within the room?
- > How and when will you brief your speakers (what should they wear, how will they present, where should they look when presenting)?
- > How will the content be consumed once created (via YouTube, social media)?
- > Does the content need editing afterwards, if so, what should the output be (add leader and outro, add subtitles, create stills, teasers, or only raw video) and who will make those edits?
Please note that this will carry an additional charge.
- > How many operators are needed?
- > If you are streaming a session, how will that be done*?

*Pros and cons of streaming services

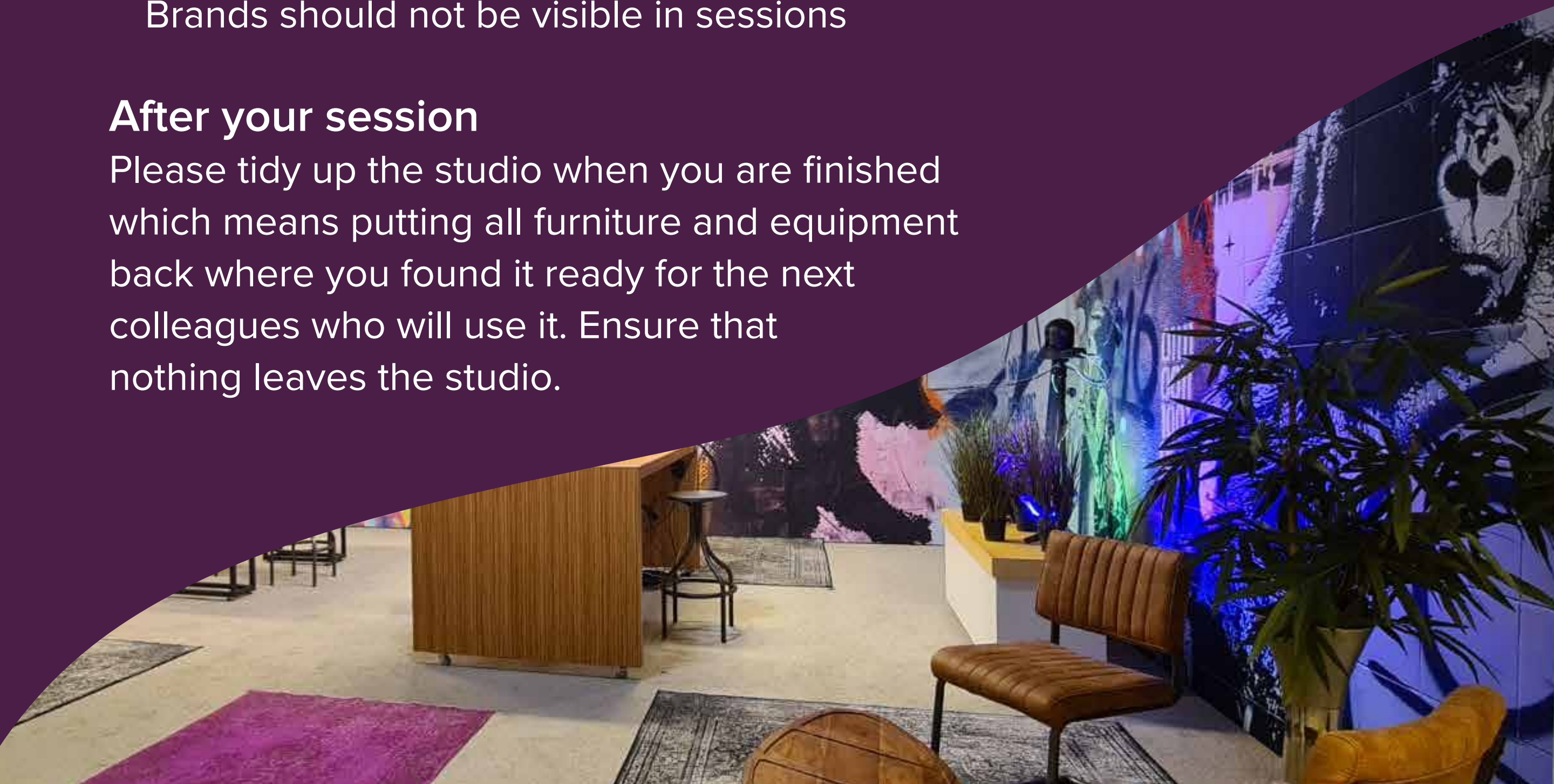
- > **Service Zoom / Max. visitors 1,000 / Pro** No delay, good delegate interaction / **Con** Low resolution / poor video quality
- > **Service Teams / Max. visitors 500 / Pro** No delay, good delegate interaction / **Con** Low resolution / (even) poorer video quality
- > **Service Youtube or Vimeo / Max. visitors infinite / Pro** high-quality / **Con** At least 10 seconds delay, limited delegate interaction

Tips and Tricks

- › If you are using YouTube, ensure that you do not stream copyrighted music otherwise the stream from YouTube will stop
- › When you stream via Youtube, make sure to create the session on YouTube and share the stream key at least 24hrs before the session
- › Remember to bring along your own SD cards for recording. You can borrow them from IT, but you cannot remove content from the cards without prior permission
- › Test all connections upon arrival so there are no surprises
- › You have the option to sit or stand when presenting, sitting is nicer for the camera, but standing is always possible
- › Remember you are on camera so stay engaged and in the moment
- › Be aware of what you are wearing and what you have on the table. Brands should not be visible in sessions

After your session

Please tidy up the studio when you are finished which means putting all furniture and equipment back where you found it ready for the next colleagues who will use it. Ensure that nothing leaves the studio.



Costs to use the Studio

- › Hiring external operator € 500 per day (daily rate)
- › Basic editing of a stream with “opening, close, and names”
- from € 325 for half a day

Option 1 Subtitles for recording

- › We provide a basic, automatically generated, srt. file
- › You can modify these subtitles yourself on Youtube
(on average, you'll need 60 minutes to review 15 minutes of video)
- › Costs: € 50 per item

Option 2 Subtitles for recording

- › We deliver an srt. file with subtitles that we have reviewed
- › These will be about 90% accurate
- › Costs: € 450 per 60 minutes of video

Additional costs such as microphone / light / etc.

Feel free to reach out.

We are happy to assist. Working together is growing together.

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Floorplan

