

Viewing KSDE Livemedia

Please use the following link: <http://www.ksde.org/livemedia>.

- **KSDE's Livemedia is designed to use Window's Internet Explorer [IE] browser on a Windows XP computer.** Using other programs, computers, or operating systems may lead to incompatibilities, errors, or being unable to participate at all. Our primary goal is to reach as many people as possible, and the streaming system is intended to work best with the computers it is created on and produced with.
- **Be aware that there is a transmission delay, in both directions,** and questions from the Internet can take up to a minute, sometimes longer, to reach the presenter. Please make sure you use an acceptable chat name [USD107, MStewartKSDE, etc].
- **We will caution the presenters to give time** for Internet questions to be addressed but cannot control the pace of the presentation without permission; some presenters may not allow questions, or may be limited in the time they have to field them. Questions may be edited for clarity, speed, or spelling, as necessary.
- **Slow or halting video (skipping/"chop")** may be due to low bandwidth, background applications at the viewer's end, or partial compatibility with the streaming design, which is something that KSDE cannot control. KSDE may also be constrained by the internet connection at a remote site; a slower connection can mean a poor quality broadcast. KSDE staff will test the site prior to the meeting, and at the presenter's request we can record the event for later viewing.
- **Video presentations like PowerPoint®** will necessarily be lower quality than the original product. If the information is vital to the presentation, it must use simple graphics and large fonts to be legible. More complex graphics or dense text is only useful in a 'follow along in your books' scenario. Please contact the presenters or Point of Contact for handouts.
- **Content is the responsibility of the presenters, not the camera crew:** Web links, documents, chat logs, Power Point® presentations and the like are to be provided by the conference administrators *directly* to the audience. The line producers may add links to documents or email addresses in the chat room when possible, but their primary responsibility is to the streaming technology.
- **KSDE's Livemedia service is not guaranteed** to its viewing audience, and as such it may terminate without warning or cause. We rely on the internet service at the remote site and at KSDE to provide us with our connections; a failure at either one will end the transmission. The transmission will resume as soon as possible in these cases.
- **Our camera crew does not carry agency cell phones:** Avoid calling their agency numbers and asking to be connected to their private cell phones, especially for troubleshooting purposes. Troubleshooting is taken care of prior to the event date, and their cell phones are turned off to prevent a contamination of the audio track. If necessary, call the POC of the event for assistance; they will then contact the camera crew in person.
- **The event is public, and we have had hecklers** in the chat room. Our means of controlling interruptions are limited and should be discussed with the camera crew prior to the meeting.
- **REMEMBER: You are in the worldwide public domain while chatting or presenting using KSDE's Livemedia.** The eyes of the Internet are upon you when we broadcast your event. Comport yourself as a professional at all times.

If you have questions or need further information regarding the streaming of a meeting, please contact Nik Stewart at mstewart@ksde.org (785) 296-4961 or Cheryl Franklin at cfranklin@ksde.org (785) 296-4909.