

To do list for organizers and remote users for podcast service

Objective of this service

This service is designed to provide live audio and presentation file of the talk to remote users via the internet. There is also a facility to archive the audio presentation on the Indico server.

Current limitations on service

- 1) The podcast facility is only available from AG 66 for events created under Lectures in Indico.
- 2) The podcast has to be requested 48 hours in advance. [This time limit will be reduced as the auditorium staff gains experience with the system.]
- 3) There is 10-12 second delay between the live speech and the podcast. [This is a current hardware limitation].
- 4) Remote audience cannot ask questions.
- 5) Remote audience cannot hear the live audience. [Chairpersons and speakers need to be aware of this current limitation]

Organizer's role:

- 1) When entering an event on the Indico server, request podcast if you want. Then the scheduled podcast announcements will appear in the TIFR website's front page.
- 2) The service will be automatically rejected unless the event is in AG 66 and the request is made at least 48 hours in advance. [These restrictions will be relaxed later, once the service has stabilized.]
- 3) Since the purpose of the podcast is to allow a worldwide audience to follow the event, the presentation file (ppt, pdf, etc) must be uploaded to Indico at least 1 hour before the event. If the speaker does not want to use a presentation file, this must be declared on Indico at least an hour in advance of the talk. If this process is not followed, the podcast service will be automatically terminated.
- 4) In case of cancellation or rescheduling of the event, the department organizer must update the details on the Indico server. The restrictions states in items (2) and (3) will apply for the rescheduled event.

Remote user:

- 1) Check audio feed by clicking on “Check audio feed” link on the TIFR website's front page. If you are able to hear the recorded message, your system is rightly configured. Else contact your system administrator for help.
- 2) Click on the podcast icon on the TIFR website appearing along the line of event you wish to listen and download the presentation file.