

▶ WHAT IS WEBCAST / HOW DOES IT WORK



▶ SPEAKER WITHIN REACH: EVENTS



▶ WEBCAST BENEFITS WEBCAST ESSENTIALS

INCOSE-LOS ANGELES

The Webcast Network

Aerospace
Boeing
JPL
Lockheed Martin
Northrup Grumman
Raytheon

And counting...

Webcast *focus*

SHARING THE KNOWLEDGE, EXPERIENCES AND PRACTICES OF **WORLD CLASS SYSTEMS ENGINEERING** DEMONSTRATED IN INDUSTRY, ACADEMIA AND GOVERNMENT TO A LARGER, BROAD AUDIENCE ACROSS MULTIPLE LOCATIONS.

Definition of Webcast: a streaming media technology to send live audio and visual over the internet, i.e. broadcasting over the internet. What does this mean for you?

Speakers Within Reach

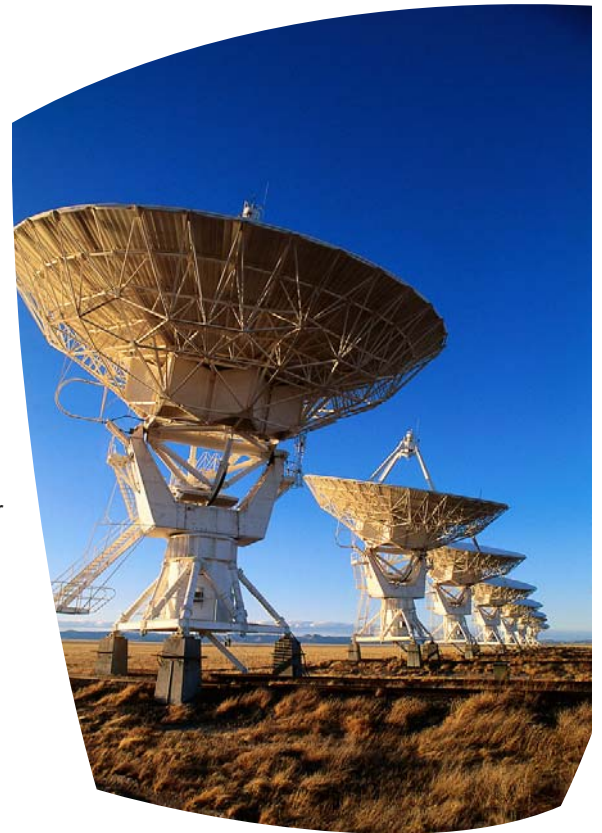
Each month, INCOSE-LA partners with leading edge speakers to host mini-seminar sessions locally.

Recently, we had **George Haley** (NGC), **Dr. Jack Elson** (National University), **Michael Hamill** (Raytheon), **Dr. Barry Boehm** (USC), and many others speaking on a variety of topics such as *systems architecture*, *six sigma*, and *systems modeling*.

Now with webcast technology, INCOSE-LA can bring these speaker sessions to *your site* without having to be at the primary site physically! Host your own remote networking events, and get engaged with other fellow colleagues in your location.

You can be either a host or receiver. As a **webcast host**, you speak at any location and tap into your audience. You are the speaker. As a **webcast remote leader**, you contribute to the event. Better yet, hold a networking junction at your location! You and your friends are the audience. All you need are some essentials (see below). Additionally, speaker sessions are usually held in a format beginning with networking/registration followed by the speaker's topic discussion and Q&A.

Contact **Ben Luong** at benjamin.q.luong@boeing.com for more information on how to link up for these exciting and engaging event sessions. *Thank you for your interest!*



Webcast Benefits

1. Earn **FREE** Training Credits at your Companies
2. It's **FREE** for INCOSE members!
3. Learn from Anywhere
4. Opportunity to Network w/ Professionals in your Areas
5. Stay Current in the Field of Systems Engineering
6. Knowledge Enrichment from Speaker Discussions

Webcast Essentials

Goodies you need for hosting (H)/receiving (R) sessions:

- High-speed Internet / Teleconference capability
- Computer, Audio, and Visual (CAV) Equipment
- Facility (40+ people) & Parking Accommodation
- Networking Space for Registration and Food
- Security Approval / Open Citizenship

INCOSE-LA Webcast Equipment Requirements

1. Host sites and Remote sites shall have the following equipment ready for a webcast session:
HOST SITE
 1. Computer
 2. Projector (for local room audience)
 3. Audio Speakers (if needed for large audience to boost volume)
 4. Speakerphone
 5. Hi-speed Internet (for fast transmittal of presentation)
 6. Microphone (VOIP optional-for local room audience to communicate with remote site)
 7. Digital Camcorder (optional)
REMOTE SITE
 1. Computer
 2. Projector (for remote site room audience)
 3. Audio Speakers (if needed for large audience to boost volume)
 4. Speakerphone
 5. Hi-speed Internet (for fast receiver of presentation)
 6. Microphone (VOIP optional-for remote site audience to communicate with host site)
2. Webcast sessions shall have at least one Webcast and/or Meeting coordinator to facilitate the host and remote sites.
3. The Webcast Coordinator shall:
 - a. Obtain email addresses from any and all Remote Site Leader and attendees.
 - b. Send an invitation to each email address that provides a link to the webcast meeting
 - c. Ensure the webcast technology is operating according to its specifications
4. The Remote Site Leaders and other attendees shall have the capability to access the meeting from any computer with high speed internet access by either of these means:
 - a. Opening the email contain the webcast meeting content and clicking on the link
 - b. Copying and pasting the link into the address window of a internet browser
5. On the Speaker's Computer, the meeting coordinator shall configure the computer to meet these video and audio requirements:
 - a. VIDEO
 1. Shall be linked into webcast via the internet to transmit documents and webcam (optional - used to see speaker in a 2 x 2 window in upper LH corner of the screen) to remote sites
 - b. AUDIO
 1. INCOMING - Shall use a speakerphone; otherwise, if using VOIP, shall connect audio speakers to the computer to receive webcast transmitted audio from remote sites and
 2. OUTGOING - Shall use a speakerphone; otherwise, if using VOIP, shall connect a microphone to the computer to send webcast transmitted audio
 3. Alternative to VOIP & Speakerphone: Shall use the webcast instant messaging feature
 - c. Shall have the speaker's presentation loaded onto the computer
6. On the Remote Site's Computer(s) (and other attendees), the Remote Site Coordinator shall configure the computer to meet these audio and video requirements (linked via webcast technology):
 - a. VIDEO
 1. Shall be connected to webcast via internet via invitation sent by Meeting Coordinator
 2. Shall be attached to a projector to show video on a large screen for the audience
 - b. AUDIO
 4. INCOMING - Shall use a speakerphone; otherwise, if using VOIP, shall connect audio speakers to the computer to receive webcast transmitted audio from remote sites and
 5. OUTGOING - Shall use a speakerphone; otherwise, if using VOIP, shall connect a microphone to the computer to send webcast transmitted audio
 6. Alternative to VOIP & Speakerphone: Shall use the webcast instant messaging feature

INCOSE-LA WEBCAST CHECKLIST

PRE-MEETING SETUP

Facility Accommodations

- Does the facility have a conference room?
- Does the conference room support occupancy of at least 40 or more people?
- Does the conference room have a computer?
- Does the conference room have a projector and screen?
- Does the conference room have audio speakers?
- Does the conference room have teleconference capability?
- Does the conference room have a wired/wireless microphone? (may be used for VOIP capability)
- Does the facility have sufficient parking spaces?
- Is there sufficient space for registration, refreshments, and networking setup?
- Can the facility and/or conference room allow entry for non-US citizens and the catering company?

Refreshments

- Have you identified and selected a catering company?
- Have you selected the food for the event?
- Have you contacted the catering company and ordered refreshments for the day of the event?

Computer Equipment

- Do you have login access to the computer?

Audio Equipment

- Do the audio speakers emit sound?
- Is the conference phone connected to the phone outlet? OR is the microphone interfaced with the computer?
- Can the conference phone and/or microphone send and receive audio?
- Can you have dialogue on the conference phone and/or microphone with the host/receiver during test?

Visual Equipment

- Does the projector project an image onto the screen from the computer?

Webcast Platform

- Is the webcast platform running on the conference room computer?

Registration

- Have you captured the member names who will be attending the event?
- Do you have name tags or a sign-in list for the members?

MEETING SETUP

Registration

- Is there a registration table for name tags and other items?
- Do you have someone to welcome and sign in members?

Refreshments

- Is the food in the registration/networking area?

Computer, Audio, and Visual (CAV) Equipment

- Is the computer connected to the projector?
- Is the computer connected to the audio speakers? Is the volume at an appropriate level?
- Is the conference phone dialed into the teleconference number? OR is the microphone interfaced with the computer?
- Can you have dialogue with the webcast host/receiver on the conference phone and/or microphone?

Webcast Platform

- Is the webcast platform connected to the webcast host/receiver?

POST-MEETING

Clean-up

- Did you place the tables, chairs, etc. back into their original positions? Is the area clean?
- Is the CAV equipment turned off?
- Are the foods properly disposed and placed in the trash bins?
- Have you submitted an expense report (e.g. for refreshments, etc) to INCOSE-LA?

INCOSE-LA REMOTE SITE LEADER INTRODUCTION SCRIPT

Welcome to the first LA INCOSE remote site meeting.

My name is [insert name].

These remote site meetings were created as an attempt to include more people in INCOSE LA meetings while preserving the meeting experience. We hope this has been successful.

Our program tonight consists of about an hour of networking followed by our speaker [speaker name]. [Speaker name] will begin around 6:30. Slides will appear on the screens and we have 2 way audio. If you have a question during the presentation, please approach one of the microphones to ask your question.

Also, please refrain from making excessive noise during the presentation that could be picked up on the microphones.

Please switch cell phones to vibrating ring or off when the presentation begins.

When we connect to the main meeting site, please find a seat as we will begin shortly after.

<Presentation Begins>

Thank you for coming out tonight.

Our next meeting will be [insert next date].

For more information see our website <http://www.incose-la.org/>.

Please feel free to direct any suggestions or questions to me or any of the other members of the Remote Site Team.

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