

SINGLE COMMITTEE EVENTS

Technical Setup Guide

Practical Guide to Recording, Sharing & Managing Event Technology

Irish Society of Chartered Physiotherapists

MyISCP Events Hub

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ISCP Technical Setup Guide

Practical Guide to Recording, Sharing & Managing Event Technology

OVERVIEW

This guide gives you practical, step-by-step instructions for the technology side of running ISCP events. It covers recording events, sharing content afterwards, managing live Q&A, and running hybrid (in-person + virtual) events. Each section includes recommended tools, setup instructions, and troubleshooting tips.

SECTION 1: RECORDING YOUR EVENT

Option A: Recording a Webinar/Online Event

Recommended: Zoom (Best for webinars)

Why Zoom: Most reliable recording, automatic cloud storage, separate speaker/gallery views, built-in transcription.

Setup Steps:

- Open Zoom, click "Settings" then "Recording"
- Enable "Cloud Recording" (this saves to Zoom's servers - no USB drive needed)
- Under cloud recording settings, tick:
 - Record active speaker with shared screen
 - Record gallery view with shared screen
 - Save chat messages
 - Audio transcript
- Start your meeting/webinar
- Click "Record" then "Record to the Cloud"
- When finished, click "Stop Recording"
- You'll receive an email within 1-2 hours with the recording link

Zoom Recording Settings Checklist:

Setting	Recommended	Why
Record to cloud	Yes	No local storage issues; easy to share
Active speaker view	Yes	Best for presentations
Gallery view	Optional	Good for panel discussions
Shared screen with speaker	Yes	Captures slides + speaker
Audio transcript	Yes	Free with Zoom; improves accessibility

Setting	Recommended	Why
Chat transcript	Yes	Captures Q&A; from chat

Alternative: Microsoft Teams

Setup Steps:

- Start or join the Teams meeting
- Click the three dots menu (...) then "Start recording"
- Recording automatically saves to OneDrive/SharePoint
- When finished, click "Stop recording"
- The recording appears in the meeting chat within minutes

Feature	Zoom	Microsoft Teams	Google Meet
Cloud recording	Yes (Pro plan)	Yes (Business plan)	Yes (Business plan)
Auto-transcription	Yes	Yes	Yes
Recording quality	720p-1080p	720p	720p
Storage location	Zoom Cloud	OneDrive/SharePoint	Google Drive
Easy sharing link	Yes	Yes	Yes
Free plan recording	Local only	No	No
Best for	Webinars, large events	Teams-heavy orgs	Google Workspace orgs

Option B: Recording an In-Person Event

Simple Setup (Good Enough for Most Events):

You don't need expensive equipment. A modern smartphone on a tripod captures perfectly adequate video for sharing afterwards.

What You Need:

Equipment	Cost	Where to Get It
Smartphone (any recent iPhone/Android)	Already have	Your pocket
Phone tripod	EUR 15-30	Amazon, Argos
Bluetooth lapel mic	EUR 20-40	Amazon (search "wireless lapel mic")
Power bank	EUR 15-25	For longer events

Setup Steps:

- Place tripod at the back of the room, angled to capture speaker AND slides
- Clip the wireless lapel mic to the speaker's collar
- Connect the mic's receiver to the phone's headphone jack (or Bluetooth)
- Open your phone's camera app, switch to video mode
- Set video quality to 1080p (Settings > Camera > Video Quality)
- Press record, check the audio levels briefly
- Monitor occasionally - make sure recording hasn't stopped

Pro Tips:

- **Landscape mode** (phone sideways) - always, for presentations
- **Don't zoom in** - digital zoom reduces quality
- **Test audio** before the event - the lapel mic makes a huge difference
- **Bring a power bank** - recording drains battery fast
- **Record the screen separately** if possible (screen recording on the presenter's laptop) - you can combine later

Better Setup (For Important Events):

If the event is significant (keynote, annual conference), consider:

Equipment	Cost	Notes
Webcam (Logitech C920 or similar)	EUR 70-100	Much better than phone for stationary recording
USB microphone (Blue Yeti or similar)	EUR 80-130	Captures room audio clearly
Capture card (Elgato HD60)	EUR 130-180	Records laptop screen output directly

SECTION 2: SHARING RECORDINGS AFTERWARDS

Step-by-Step: Making Your Recording Available

Recommended Approach: Unlisted YouTube or Vimeo

Why: Free, unlimited storage, easy to share, works on all devices, streaming (no download needed).

YouTube (Free):

- Go to studio.youtube.com and sign in with ISCP/committee Google account
- Click "Create" then "Upload video"
- Upload your recording file
- Set visibility to **"Unlisted"** (only people with the link can view - not searchable)
- Add title: "[Event Name] - [Date] - ISCP [Committee]"
- Add description with key timestamps (e.g., "0:00 Welcome, 5:30 Main presentation, 45:00 Q&A")
- Copy the share link
- Paste this link into your thank-you email to attendees

Vimeo (Free plan or EUR 7/month for more features):

- Same process but with privacy password option
- Better for professional look - no ads, cleaner player
- Password-protect if sensitive: share password in attendee email

Alternative: Google Drive / OneDrive Sharing

- Upload recording to Google Drive or OneDrive
- Right-click the file, select "Share"
- Change access to "Anyone with the link can view"
- Copy link and share via email

Platform	Free Storage	Privacy	Best For
YouTube (unlisted)	Unlimited	Link-only access	Most events
Vimeo	500MB/week free	Password protection	Sensitive content
Google Drive	15GB free	Link or email restricted	Small events
OneDrive	5GB free (1TB with Microsoft 365)	Link or email restricted	Teams users

Organising Your Recording Library

Folder Structure (on Google Drive or OneDrive):

```

ISCP Events Recordings/
  2026/
    Q1-Jan-Mar/
      2026-01-15_Shoulder-Masterclass_MSK-Committee.mp4
      2026-02-20_Student-Career-Day_Student-Engagement.mp4
    Q2-Apr-Jun/
      ...
    Q3-Jul-Sep/
    Q4-Oct-Dec/
  Recording-Index.xlsx (spreadsheet listing all recordings with links)

```

Recording Index Spreadsheet:

Date	Event Name	Committee	Duration	Link	Password	Views
15/01/2026	Shoulder Masterclass	MSK	1h 45m	[YouTube link]	N/A	89
20/02/2026	Student Career Day	Student Engagement	2h 30m	[Vimeo link]	iscp2026	45

Email Template for Sharing Recordings

Subject: Recording Available: [Event Name] - [Date]

Dear [Name],

Thank you again for attending [Event Name] on [Date].

The recording is now available to watch:

Watch the recording: [LINK] **Password (if applicable):** [password]

Key moments:

- 0:00 - Welcome and introductions
- 5:30 - [Main topic] presentation by [Speaker]
- 45:00 - Q&A discussion
- 1:05:00 - Closing remarks and next steps

Presentation slides: [LINK to slides PDF]

This recording will remain available for 12 months. Please do not share this link outside of ISCP membership.

If you have any questions, reply to this email.

Kind regards, [Your name] [Committee], ISCP

SECTION 3: MANAGING LIVE Q&A

Option 1: Slido (Recommended for 20+ attendees)

Why Slido: Anonymous questions reduce shyness, audience can upvote best questions, works on any phone without downloading an app.

Free Plan: Up to 100 participants, unlimited Q&A

Setup (5 minutes before event):

- Go to slido.com and create a free account
- Click "Create event" and name it
- Enable "Audience Q&A" (toggle on)
- Enable "Moderation" so you can review questions before showing them
- Copy the join code (e.g., #1234)
- Display the join code on a slide: "Got a question? Go to slido.com and enter #1234"

During the Event:

- Open Slido on your laptop/tablet (separate from presentation)
- Questions appear in real-time as attendees submit them
- Audience can upvote questions they also want answered
- You (as moderator) choose which questions to read out
- Mark questions as "answered" when addressed

After the Event:

- Export all questions as CSV/PDF from Slido dashboard
- Include unanswered questions in your follow-up email with answers

Option 2: Mentimeter (Best for interactive polls + Q&A)

Why Mentimeter: Combines live polls, word clouds, and Q&A. Great for workshops.

Free Plan: 2 question slides per presentation, unlimited Q&A

Good For:

- Opening polls: "How many years have you been practising?" (bar chart)
- Word clouds: "What's your biggest challenge with [topic]?"
- Rating scales: "How confident are you with [skill]?" (1-10)"

Option 3: Simple Low-Tech Q&A (Works Every Time)

For small events (under 30 people):

- **Question cards:** Place blank cards and pens on each seat. Ask attendees to write questions during the talk. Collect them during the break.
- **Roaming microphone:** For larger rooms, pass a handheld mic to questioners.
- **"Park" questions:** Write questions on a flipchart as they come up; address them at the end.
- **WhatsApp group:** Create a temporary event WhatsApp group; attendees can post questions there.

Comparison Table:

Method	Best For	Cost	Setup Time	Tech Required
Slido	20-200+ attendees	Free up to 100	5 min	Phone + Wi-Fi
Mentimeter	Interactive workshops	Free (limited)	10 min	Phone + Wi-Fi
Question cards	Small, intimate events	EUR 0	0 min	None
Roaming mic	Any size	EUR 0-50 hire	2 min	Mic + speaker
WhatsApp group	Informal events	EUR 0	2 min	Smartphones

SECTION 4: RUNNING HYBRID EVENTS (In-Person + Virtual)

The Simple Hybrid Setup

What You Need:

Item	Purpose	Cost
Laptop connected to projector	Show slides in the room	Already have
Second laptop or tablet	Run Zoom/Teams for remote attendees	Already have
External webcam on tripod	Point at speaker so remote viewers can see them	EUR 70-100
USB speakerphone (e.g., Jabra Speak)	Room mic + speaker for remote audio	EUR 80-150
Good Wi-Fi or ethernet cable	Reliable internet for streaming	Check venue

Setup Steps:

- Connect Laptop 1 to the projector (for slides)
- Place Laptop 2 or tablet at the front of the room, facing the speaker
- Connect webcam to Laptop 2, aimed at the speaker
- Place USB speakerphone centrally (picks up room audio, plays remote audio)
- Start Zoom/Teams meeting on Laptop 2
- Share slides from Laptop 1 using screen share on Zoom/Teams
- Assign a "virtual host" to monitor the chat and relay remote questions

Common Pitfalls:

- **Audio feedback:** Mute Laptop 2's internal mic when using external speakerphone
 - **"Can you hear me?":** Test 15 minutes before with a remote colleague
 - **Forgetting remote attendees:** Assign someone specifically to monitor chat and relay questions
 - **Weak Wi-Fi:** Always ask the venue about Wi-Fi capacity. Bring a 4G/5G hotspot as backup.
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SECTION 5: COLLECTING EVENT FEEDBACK

Recommended: Google Forms (Free, Simple, Effective)

Why Google Forms: Free, easy to create, automatic charts, exports to spreadsheet.

Setup Steps:

- Go to forms.google.com
- Click "Blank form"
- Add your questions (see recommended questions below)
- Under "Settings" (gear icon), untick "Limit to 1 response" (so people don't need to sign in)
- Click "Send" and copy the link
- Create a QR code from the link (use qr-code-generator.com)
- Display the QR code on your closing slide

Recommended Feedback Questions (Keep to 5-7 questions max):

- Overall, how would you rate this event? (1-5 stars)
- How relevant was the content to your practice? (1-5 stars)
- How likely are you to recommend this event to a colleague? (0-10 NPS scale)
- What was the most valuable part of this event? (Short text)
- What could be improved for next time? (Short text)
- What topics would you like covered in future events? (Short text)
- Any other comments? (Optional, long text)

Maximising Response Rates:

- Show QR code during the closing slide and say "Please do this now before you leave - it takes 90 seconds"
- Keep it to 5-7 questions maximum
- Include the link in the thank you email (within 2 hours of event)
- Offer a small incentive: "All respondents entered into a draw for [prize]"
- Target: 40-60% response rate is excellent for events

SECTION 6: QUICK REFERENCE CHEAT SHEET

Before Every Event - Tech Checklist

Check	Details	Done
Laptop charged + charger packed		
HDMI/USB-C adapter for projector	Bring your own - don't rely on venue	
Presentation loaded + backup on USB		
Clicker/pointer tested with new batteries		
Wi-Fi details confirmed with venue	Network name + password	
Zoom/Teams tested (if hybrid/virtual)	Test call 15 min before	
Recording setup ready	Cloud recording enabled OR phone on tripod	

Check	Details	Done
Feedback form link + QR code ready	Display on closing slide	
Q&A; tool set up (Slido/Mentimeter)	Join code on early slide	
Backup plan if tech fails	5 printed copies of key slides	

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