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| INDIA AIP Training Agenda | Multimedia Production Workshop |  |
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| Day / Time | Description | Lecture / Workshop / Discussion / Presentation |
| Day 1 – Pre-production/ Production |  |  |
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| 9:00 AM – 9:30 AM | Overview of Multimedia Production Process and Learning Objectives   1. What is Pre Production? 2. What is Production 3. What is Post Production? 4. Applying the Multimedia Production Process 5. Using technology to enhance learning goals 6. Interfacing with media professionals | Lecture |
| 9:30 AM – 10:00 AM | Demonstration of Multimedia Examples   1. audio only 2. audio + Slides 3. video only 4. video + audio + slides 5. Live Streaming Events 6. Interactive Examples | Lecture |
| 10:00 AM – 10:30 AM | Preproduction: Discussion about importance of audience   1. Why is audience-driven content important? 2. Top Down vs. Bottom Up 3. Audience Analysis Methods 4. Audience Analysis Demographics 5. Audience Analysis Dispositions 6. Audience Analysis Knowledge | Discussion |
| 10:30 AM - 10:45 AM | Tea |  |
| 10:45 AM – 11:15 AM | Preproduction Lecture   1. Elements of the Production Plan 2. Scheduling / Budgets 3. Human Resources 4. Hardware 5. Software 6. Summary / Script | Lecture |
| 11:15 AM - 12:00 PM | Preproduction Workshop: Audience Analysis, Schedule and Production Plan Creation | Discussion / Workshop |
| 12:00 PM - 1:00 PM | Lunch |  |
| 1:00 PM – 1:30 | Content Proposal Writing and Preparation | Workshop |
| 1:30 – 2:30 | Powerpoint Creation | Workshop |
| 2:30-2:45 | Tea Break |  |
| 2:45 PM – 3:15 | Recording Audio + Slide Presentations in PPT Demonstration | Lecture |
| 3:15 – 4:15 | Recording Audio + Slide Presentations | Workshop |
| 4:30 – 5:00 | Presentation of Student Work | Presentation / Discussion |
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| Day 2 – Production |  |  |
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| 9:00 AM – 9:30 AM | Overview of Presentation Recording Techniques for A/V   1. Lecture Capture System 2. Camera System 3. Audio System 4. Screen Capture System 5. Post-Production 6. Workshop Overview | Lecture |
| 9:30 AM – 10:00 AM | Camera Theory   1. How does a video camera work? 2. Setting up the camera 3. Camera Functions | Lecture |
| 10:00 AM - 10:30 AM | Camera Operation Instruction / Practice | Discussion |
| 10:30 AM - 10:45 AM | Tea |  |
| 10:45 AM – 11:15 | Audio Theory   1. How does an audio System Work? 2. Setting up the Audio System 3. Audio Functions | Lecture |
| 11:15 – 12:00 PM | Audio Equipment Operation Instruction / Practice | Discussion |
| 12:00 PM - 1:00 PM | Lunch |  |
| 1:00 PM – 1:30 | VGA/DVI Recorder Instruction   1. The Old Way – Pen / Paper, Insert Images Later 2. Using the Epiphan system 3. Alternatives: Software 4. Alternatives: Teamviewer 5. Alternatives: videotaping the screen | Lecture |
| 1:30 – 2:30 | Production Workshop: Hardware Setup, Sound Check | Workshop |
| 2:30 -2:45 PM - Tea |  |  |
| 2:45 – 4:45 | Recording Presentations | Workshop |
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| Day 3 – Post Production |  |  |
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| 9:00 AM – 9:30 AM | Overview of Post-Production Process | Lecture |
| 9:30 AM – 10:00 AM | Media Management - Backups and Organization of Data | Lecture |
| 10:00 AM - 10:30 AM | Creating Adobe Premiere Project, Importing Media. | Lecture |
| 10:30 AM - 10:45 AM | Tea |  |
| 10:45 AM – 11:15 | Creating Sequences in Adobe Premiere | Lecture |
| 11:15 – 12:00 PM | Syncing media with markers, inserting media to timeline. | Lecture |
| 12:00 PM - 1:00 PM | Lunch |  |
| 1:00 PM – 1:30 | Trimming / Cutting Video | Lecture |
| 1:30 – 2:30 | Compositing Layers | Lecture |
| 2:00 - 2:30 PM | Transitions and Titles | Lecture |
| 2:30 - 2:45 PM | Tea |  |
| 2:45 – 4:45 | Editing Presentations in Premiere | Workshop |
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| Day 4 – Post Production / Distribution |  |  |
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| 9:00 AM – 9:30 AM | Introduction to Accordent Software | Lecture (Darcy) |
| 9:30 AM – 10:00 AM | Publishing / republishing accordent-style presentations | Lecture (Darcy) |
| 10:00 AM - 10:30 AM | Linking Accordent Presentations to LMS | Lecture (Darcy) |
| 10:30 AM - 10:45 AM | Tea |  |
| 10:45 AM – 12:00 | Production Workshop – Publishing / republishing Accordent-style presentations | Workshop (Darcy) |
| 12:00 PM - 1:00 PM | Lunch |  |
| 1:00 – 2:00 | Finishing / Exporting Video from Premiere | Workshop |
| 2:00 – 2:30 | Distribution Techniques, DVD, Youtube, FTP, embed codes | Lecture |
| 2:30 - 2:45 PM | Tea |  |
| 2:45 - 3:45 | Uploading Video to Youtube, FTP | Workshop |
|  | File-Based Video Workflows and Media Management Review | Lecture |
| 4:15 – 4:45 | Review of Production Process Essentials, Advanced Multimedia Production / Distribution Strategies | Lecture |
| 4:45-5:00 | Exit Survey / Discussion | Discussion |