

# Stake Family History Fair

TECHNICAL GUIDELINES



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## 1. Overview

The content for your local family history fair will be provided from RootsTech, an annual family history and technology conference held in Salt Lake City, Utah. The 2014 conference will be held on February 6—8, 2014. The RootsTech committee will select approximately 28 classes to be recorded for the local family history fairs to choose from.

The content from the RootsTech 2014 conference will be delivered remotely through a combination of satellite feeds (Saturday classes only), live Internet streaming, and downloadable media. Only a few presentations will be broadcast over satellite; most presentations will be streamed over the Internet. Any presentation that is being streamed will also be available for download. All downloadable presentations for Thursday will be available by 5 p.m. that day, and likewise for Friday. Saturday's downloadable content will be available within 3 hours of the live event.

## 2. Room Setup

### 2.1 Room Setup for Each Classroom

- a. Laptop (ideally with Windows 7 or higher).
- b. Projector to connect to the laptop.
- c. Screen or large white wall to project video onto.
- d. Speakers to amplify the sound coming from the laptop.
- e. Microphone and podium for any live instructors you plan to use.
- f. Table to put the laptop and projector on.
  - i. Make sure the table is positioned near an outlet so the laptop can be plugged in and so the cord will not cross a walking path.
- g. Any extension cords needed for the rooms and for your equipment.

## 2.2 Laptop Preparation

- a. Secure a laptop for each room in which you plan to offer a class (approximately 4 to 6 laptops).
- b. Designate each laptop for the room it will be used in.
  - i. Label the laptop with a sticky note (or something similar) that says “Relief Society Room” or other such location.
- c. Create a folder on the desktop of the computer, and transfer each downloaded class to that folder.
  - i. Once all of the files are in the folder, rename the files to get them in the correct order for the day (for example, “1. 9:00 a.m. Getting Started with Family Search.” The next file would be renamed “2. 10:00 a.m. Scanning and Preserving Techniques”).
- d. Test the downloaded file on the actual laptop that will be used. Make sure that the full file downloaded and that the class is available in its entirety.
  - i. Turn the volume up, and make sure the audio does not have a drastic delay.
  - ii. Ensure that the sound will be loud enough for your attendees to hear.

## 3. Content Options

### 3.1 Satellite Feed (only for those holding their fair on February 6, 7, or 8, 2014)

- a. Satellite viewing will be available only for certain classes being held at RootsTech on Saturday, February 8, 2014. For those scheduling their family history fair on a weekend other than February 6–8, 2014, the satellite viewing will not be available.
- b. This will be the same satellite feed and setup as for general conference. Your stake’s technology specialist

should know how to receive this feed. You may access the feed in the Admin Tool.

### **3.2 Live Internet Streaming (necessary only for those holding their fair on February 6, 7, or 8, 2014)**

- a. RootsTech classes that are chosen for streaming can be accessed through your Admin Tool page. These classes will be available in an audio stream in the 10 core languages.
- b. Bandwidth:
  - i. Only 2 classes or live streams can be viewed at one time. Each video stream requires between .5 and 1 Mbps on average to download. If you have downloading capabilities of 3.5 Mbps through your ISP, you will have enough bandwidth. ICS is working to ensure that you have enough bandwidth to stream the videos or classes and, if necessary, will assist in increasing it.
  - ii. Each stream will be a variable bit rate. This means that we will be sending out 7 different bit rates per stream: from 2.5Mb (about the equivalent of 720p) down to 110kb. Your Internet bandwidth will be able to detect which bit rate it can accept, and it will accept the highest quality possible. When you are streaming 2 classes at a time, their bandwidths will compete with each other.
  - iii. There will be 1 stream per originating location (such as hall 1 of the Salt Palace, hall 2 of the Salt Palace, etc.). These streams will all be on one website landing page on your stake website, including all language options. Each time you either choose a stream to watch or choose a language option, you will be clicking on a new URL. But once you open a stream player, you can leave it open for as long

as you would like, and classes will stream through when they happen live. In other words, the streams for each location will be ongoing. When no class is streaming, a picture that says “Family Search” will stream.

- iv. Once the stream begins, you will be able to rewind. For example, if you are 5 minutes late in joining the class, simply back up the stream player and watch from the beginning (this is like TiVo).
- v. Note: To ensure that maximum bandwidth is available during streamed classes, we strongly recommend that you disable general Wi-Fi access during the event. ICS will instruct you on how to do this. If you use Wi-Fi, tell your participants to not use their personal devices during the event (because they use up bandwidth).

### **3.3 Video on Demand**

- a. Immediately following the live event for each class, you can replay the class as “video on demand” (VOD). The VOD segments will be found on your stake sites as well.

## **4. Downloadable Media**

- 4.1 For those scheduling their fair after the live RootsTech event (any time after February 8, 2014), the most common format to share the video is through downloaded media. Since your event is not scheduled live, you will have enough time and bandwidth to download the videos you choose to use.**

**4.2 Just as with general conference, there will be a choice in media sizes for download. All three of the following will be available:**

- 1080p (HD) which streams at about 8,000k—about 2GB in file size to download
- 720p (HD) which streams at about 2,500k—about 1GB in file size to download
- 360p—about 500 MB in file size to download

TIP: Most projectors do not have the ability to show higher than 360p

**4.3 At 5 p.m. MST on both Thursday, February 6, and Friday, February 8, you will be able to download the classes for that day directly to your computer in preparation for the event. Once you download the files, you will need to transfer the files to the computers you plan on using in each of the classrooms, which correlate to your class schedule. Remember to update any software needed on your computer in order to be able to play the downloaded media.**

## 5. Troubleshooting Contact Information

For general questions regarding satellite usage, call:

[General Technical Support](#)

1-801-240-3454

(Stake technology specialists are given this number)

For questions regarding meetinghouse technology (for example, bandwidth), contact:

[James R. Hunter](#)

Information and Communication Services Department

Solutions Manager

Office: 1-801-240-6738

Mobile: 1-801-403-5282

[jhunter@ldschurch.org](mailto:jhunter@ldschurch.org)

For questions regarding the live stream, video playback, and downloads, contact:

[Bret Barton](#)

Publishing Services Department

Office: 1-801-240-8758

Mobile: 1-801-725-5885

[bartonb@ldschurch.org](mailto:bartonb@ldschurch.org)

For all other questions regarding the RootsTech broadcast, contact:

[Steve Kingsolver](#)

Publishing Services Department

Senior Broadcast Producer

Office: 1-801-240-5122

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