

# conference recording

## Let DigiTake record your organisations entire conference to CD

Audience remarks, question and answer sessions and speaker's adlib comments are all recorded.

DigiTake will record your conference for you and produce all of the proceedings on CD-ROM. Users can navigate the contents of the CD-ROM in our easy-to-use template containing:

- » Each speakers' submission
- » Any PowerPoint presentation used during the conference
- » Audience remarks
- » Question and answer sessions
- » Papers or publications referred to during the conference
- » Sponsor's logo's and website addresses

The conference information is displayed in a user-friendly interface that is easy to navigate and can be used by those with a minimum of computer knowledge.

DigiTake will record your conference and compile a master CD/CD's containing all the information you require. This service is offered at a once-off cost. Clients can copy as many CD's as required for distribution to interested parties at the cost of a blank CD, offering you a valuable opportunity to generate extra revenue.



All copyright ownership of the conference proceedings belongs to the client, allowing you to be confident that there are no extra costs incurred in accessing the files after the conference has ended.



For more information please contact us at:  
T: 353 1 4542877 F: 353 1 6184385

# conference recording

## Conference CD Vs Conference Paper

Currently attendees of conferences receive a conference paper on arrival. These papers usually contain photocopies of the PowerPoint slides used during the conference. The papers are often quite sizable and conference attendees can often find them laborious to read. They fail to capture when a speaker adlibs during their presentation. The papers do not document audience comments or question and answer sessions that are often the most pertinent points of the conference.

It is also worth noting that conference attendees are at times only interested in hearing the contributions of one or two particular speakers. Using the conference CD the attendee can click on a speaker's name to hear their submissions as opposed to having to read through an entire conference paper to pinpoint just one of the speaker's contributions.

Not only does our conference CD solution offer you added value as a product but it also saves you money. It eliminates the need to print large volumes of conference papers or reports and can be created faster than print publications.

**“ Click on the speaker's name to automatically hear their contribution ”**



## Revenue and Cost Saving Opportunities

With the DigiTake conference CD solution, clients can:

- » Offer a CD/CD's to all attendees as part of an added-value service.
- » Sell a CD/CD's to those individuals or companies who could not attend the conference.
- » Upload the content of a CD/CD's to the Internet or onto an in-house network and charge access to the files on a subscription basis.
- » Upload to an in-house network thereby saving on printing and distribution costs.

DigiTake have been providing professional services, audio equipment and recording software since 1976, serving such clients as the Irish Parliament, the Royal College of Surgeons in Ireland, the Chartered Institute of Personnel Development and Dublin City Council.

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# HRM hearings

## DigiTake develop cost-saving solution for personnel hearings.

Generate complete and accurate records of oral hearings without incurring the expense of transcription.

Is a large percentage of your departmental budget being spent on transcription costs for oral hearings? Our simple solution allows the HRM industry to generate complete and accurate records of oral hearings without the expense of transcription, printing costs etc.



DigiTake have developed an all-in-one product that will create a complete record of your hearing with a minimum of effort and at a fraction of the cost and time required to generate a transcript. This solution is ideal for any organisation whose records are of an important or official nature and as such, may be subject to review.

### Features

Our expertise in record management has allowed us to develop digital recording technology that records all of the participant's contributions at the hearing, indexes them, and automatically saves them to a computer hard disc or network.

This system enables HRM personnel to have instant access to a full recording of the hearing immediately after the hearing has ended.

Furthermore, the DigiTake system contains an electronic note-taking feature that allows users to type entries such as speaker's names, keywords mentioned or topics raised during a witness's submission etc. into an easy-to-use word-processing based package. Use this notation to quickly identify key-areas of interest from the hearing. All notes generated are automatically time-stamped. By clicking on a specific text entry, the corresponding audio will play.



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# HRM hearings

## Benefits

The DigiTake solution allows you to maintain greater control of your organisation's budget. Until recently, stenographers had been hired to create transcripts of each hearing as it took place. With the advent of digital recording the DigiTake system allows clients to record each hearing. Typists need only be employed to transcribe hearings that are subsequently subject to discovery or review.

Clients who record using the DigiTake solution also enjoy full copyright ownership of the recording unlike hearings that are recorded by a stenographer where the stenographer retains copyright to recorded material. In choosing DigiTake, clients can access the recordings when required at the click of a button and will not incur further costs in accessing the files.

The recording can be easily copied to CD-ROM for immediate distribution to interested parties at a fraction of the time and at a fraction of the cost required to generate paper-based reports. Over 20 hours of digital audio and associated text logs can be stored on a standard CD-ROM.

As the hearing has been recorded in digital format, the recording can be uploaded to your in-house network or conveyed by e-mail attachment to other parties for fresh instructions or review.

The DigiTake recording solution is a reliable, cost effective and accurate method of recording and archiving proceedings that are of an official nature and as such may be subject to discovery or review.

**“ This system enables HRM personnel to have instant access to a full recording of the hearing immediately after it has ended ”**

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# planning appeals: oral hearings

## Create full and complete records of proceedings with ease and at a low cost.

The DigiTake solution records and archives proceedings for instant access and retrieval.

Do you hold public meetings or briefing sessions relating to planning matters? Would you like to create a full and complete record of all proceedings at the touch of a button?

DigiTake have designed the complete solution to recording hearings with a minimum of effort and cost. The DigiTake system offers you the facility to digitally record, create annotation and playback proceedings. By using the DigiTake system you can obtain a full record of a hearing at a fraction of the cost of a stenography-based system.

Recording the entire proceedings couldn't be easier. The DigiTake system will record the entire hearing at the click of a button. The package operates by recording directly to a computer hard disc or network. The package records continuously thus eliminating the need to change cassettes or to interrupt proceedings, just click and record. The only restriction on the

length of the recording is based on the size of your hard disk.



Our system operates using digital technology and offers superior sound quality over other methods of recording. With the DigiTake package, all recordings are automatically archived in a structured manner according to title and date. Active fields allow all recordings to be individually labelled by the user for easy retrieval.

The DigiTake system also includes a digital annotation package. This package has been designed to accommodate those who wish



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# planning appeals: oral hearings

to generate annotation that will accompany the sound recording. The package can be used to detail the names of each speaker as they give their submission during the hearing and to mark points of note made regarding the planning matter in question. Our annotation software contains an automatic linkage feature. During playback the automatic linkage feature enables users to click on a specific text entry to hear the corresponding audio play. This facility allows inspectors to easily review specific areas of interest from the hearing without having to listen to the entire proceeding.

Digitally recording the proceedings offers officials a number of immediate benefits. With the DigiTake system, the official has the reassurance that the hearing is being recorded in a continuous manner, thus allowing him or her to give the hearing their full attention. Personal note-taking by the official is also reduced as the recording system and annotation software will offer the official a complete record. Officials who have used the DigiTake system have estimated a saving of up to two weeks on their reporting process.

Recording the proceedings to computer hard disc allows officers and staff immediate access to the entire proceedings of the day. You no longer have to wait for stenographers to transcribe the proceedings. This facility is invaluable to the hearing staff as the content of a days hearing may be reviewed overnight. The staff can retrieve the sound files from the computer hard disc or a CD-ROM containing the entire

recording of the proceedings and any annotation created during the proceedings. This facility allows the officers and staff to write up their reports as they go.

As the hearing has been recorded in digital format, the recording can be conveyed by e-mail to other parties for instruction or review.

Maintain greater control over budgetary spending with the saving you will make by using the DigiTake system. Save on transcription costs as the DigiTake system allows you to listen back to the recordings in your own time and select only the areas of the proceedings you deem necessary to be transcribed. This allows you to cut the cost of hiring a stenographer for the entire duration of the hearing.

The DigiTake recording solution is a reliable, cost effective, accurate method of recording and archiving proceedings that are of an official nature and as such may be subject to discovery or review.

DigiTake have been providing professional services, audio equipment and recording software since 1976, serving such clients as the Irish Parliament, the Royal College of Surgeons in Ireland, the Chartered Institute of Personnel Development and Dublin City Council.

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# court reporting systems

## Court Recording and Reporting System

The DigiTake court solution offers a fast, accurate and cost effective method of court recording and reporting.

DigiTake court solutions offer digital recording, annotation, playback and data management facilities that have been designed to support and enhance current court room procedures. Developed to cater for the unique requirements of the court environment our system offers you the complete solution in court technology.

The DigiTake digital recording system is available in single or multi-channel formats offering you a versatile system that can cater for all courtroom requirements. Capable of recording multiple courtrooms simultaneously or multiple individuals simultaneously the DigiTake system gives its clients the flexibility they require. All channels can be played back together giving a verbatim record of the proceedings or single channels can be isolated during playback for review.

Our digital annotation package allows you to create attribution live as the proceedings are taking place. Our synchronised time-stamping creates an automatic link between text entries and the audio file. This feature allows judges, lawyers, or court reporters to access any specific area of a testimony at the touch of a button.



Judges and others can use the annotation package to create their own private notes of the proceedings that will automatically be time-stamped.



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# court reporting systems

The DigiTake system digitally records the proceedings and its associated attribution to a stand alone computer or network and automatically archives all of the files by title and date.

Adopting the digital method of court reporting allows users to gain instant access to a fully verbatim record of the proceedings locally or from remote locations. Judges can listen to the live recording or access sound and annotation files of previous case files from their chamber.

The DigiTake system offers a reliable and accurate method of recording proceedings. Recordings are of superior sound quality to cassette based methods. Transcription costs can be greatly reduced as the DigiTake system allows court officials or judiciary to listen back to the recordings in their own time and select only the areas of the proceedings they deem necessary to be transcribed. This system allows users to schedule workloads more effectively and to cut the transcription costs of the entire hearing.

Based on industry standard formats, DigiTake products do not require custom built hardware to operate. The DigiTake court reporting system cuts costs, streamlines resources and offers an accurate and reliable courtroom solution.

**“ Gain instant access to a fully verbatim record of the proceedings locally or from remote locations ”**

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# professional conduct hearings

**Full and complete records of proceedings created easily and at a low cost.**

The DigiTake solution offers full and accurate records of proceedings.

DigiTake have developed an all-in-one solution that will create complete and accurate records of oral hearings without incurring the expense of transcription. It offers the complete solution to clients whose files may be subject to discovery or review at any time.

Many organisations spend a large percentage of their budget on stenography-based recordings of oral hearings. The DigiTake recording system allows you to obtain a full record at a fraction of the cost of a stenography-based system.

The DigiTake digital recording system will record your entire hearing directly to your computer hard disk or network. Developed specifically to create official records, our software will automatically create an archive of your proceedings and store them according to title and date for easy retrieval and access.

The DigiTake system cuts out the delays and costs incurred in having the proceedings printed and published.



The recording can be easily copied to CD-ROM for immediate distribution to interested parties at a fraction of the time and at a fraction of the cost required to generate paper-based reports. Over 20 hours of digital audio and associated text logs can be stored on a standard CD-ROM.



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# professional conduct hearings

As the hearing has been recorded in digital format, the recording can be uploaded to your in-house network or conveyed by e-mail attachment to other parties for instruction or review.

The DigiTake software is extremely user-friendly. It will run on standard PC hardware thus eliminating the need for expensive or customised hardware.

The package can be easily modified to suit each specific hearing as it contains selectable options giving users the flexibility to record the hearing based on each individual circumstance. The package can easily be set to record the entire hearing or to divide the recording into individual slots of any duration, allowing the hearing to be recorded in segmented even lengths.

The DigiTake system also contains a digital annotation system that allows users to create reference points and attribution during the proceedings. This facility then allows users to locate specific areas of interest when playing back the recording of the hearing. By simply clicking on a specific text entry, the corresponding audio will play. With this facility users do not have to listen to entire proceedings, exact locations within the recording can be accessed with the click of a button!

Our digital recording package offers superior recording quality to other methods of recording. Furthermore, digital recording allows for multiple access to the recording at any one time.

The DigiTake recording solution is a reliable, cost effective and accurate method of recording and archiving proceedings that are of an official nature and as such may be subject to discovery or review.

**“ Create complete and accurate records of oral hearings without incurring the expense of transcription ”**

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# lecture and training recording

## Supplement your teaching and training seminars and enhance the learning process.

Create permanent records of your course material easily and cost-effectively.

Educators are constantly searching for ways to help develop students' potentials and to devise methods of teaching to cater for each individual's pace of learning. Attendees at educational forums are often under immense pressure to remain focused on and to remember the entire content of the seminar within a specific amount of time. Although course papers are an effective method of reinforcement for attendees, they are often seen as laborious to read and also fail to capture some of the most pertinent points of the seminar such as adlib comments or question and answer sessions.

DigiTake's system enables you to record, store and distribute any lecture or seminar in an easy and cost effective manner. Furthermore, the system will create an automatic archive of the recordings for you. Users can search training seminars or lectures by topic or subject for immediate access to particular recordings.

Using digital recording technology, DigiTake's system allows you to create a complete recording of the seminar exactly as it had taken place by burning the proceedings to CD-ROM. Users can also upload the recording to their in-house network for access by all members or upload the content to the Internet for public access.

Reinforce the learning process for attendees by allowing learners to access the material post event and to revisit the material at will. As each person learns at their own individual speed, this system allows students to pace their learning



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# lecture and training recording

and gives them a second chance to take in information. With our system every attendee can have an equal opportunity to revisit the material at their leisure. Attendees who do not have English as their first language would benefit greatly from having an opportunity to revisit the lecture material and the recording would help to reduce the anxiety of having the lecture as the only opportunity to capture the information.

Reinforcement learning is made easier when you can revisit the digitally stored material instantly, anywhere at anytime. It allows for repeat access without having to spool through multiple cassette tapes to find the material.

DigiTake's technology allows you to include any relevant multimedia files with your sound recording such as PowerPoint presentations, papers or video clips. This facility affords you the opportunity to offer your attendees a new and exciting multimedia visual aid that will make revisiting, reviewing and reinforcing of the material a more interesting and interactive task.

DigiTake's unique recording solutions have been designed to aid the teaching process. DigiTake's systems have been developed to give users optimum versatility with minimum effort and at low-cost. So whether you require a portable recorder for on-site seminars or a complete in-house installation of a specific lecture theatre or training room, DigiTake's range of products can fulfill your individual requirements.

**“ Reinforce the learning process for attendees by allowing learners to access the material post event and to revisit the material at will. ”**

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# parliamentary reporting systems

## DigiTake offers the complete digital audio solution to parliamentary recording.

Record, annotate, playback and manage proceedings with the DigiTake solution.

Parliamentary reporting systems have been undergoing extensive changes in recent years with legislative assemblies demanding a more reliable, efficient and cost effective method of recording and reporting parliamentary proceedings. Legislative assemblies require more accurate transcriptions in a shorter time, and departments require greater control over their budgets whilst lowering operational costs.

In order to reduce costs, speed-up turn-around times, increase accuracy and reduce security risks, the parliamentary world is moving quickly towards digital recording systems.

Based on the Hansard standard of reporting the DigiTake system replaces the current method of paper logging and cassette-based recording with a digital recording and reporting system. Offering superior sound quality, easy, unlimited access and a secure method of

recording proceedings you can see why this method of parliamentary reporting is quickly becoming the norm.



Currently in use in the Irish Parliament, the DigiTake parliamentary solution has enabled the parliament to increase their productivity in parliamentary reporting whilst reducing costs.

Our system has been developed to integrate seamlessly into virtually any existing IT system.



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# parliamentary reporting systems

It offers reporters, editors and IT staff a modern system that will increase the efficiency and productivity of the day to day operation at a low cost. All DigiTake products have been designed using industry standard formats meaning that our software does not require custom built hardware. This eliminates the need for expensive or customised hardware.

Parliamentary proceedings are recorded to computer hard disc or local network using our DigiTake recording package. This package allows its users to generate individual recordings of any specific length, with overlap and automatic saving features as standard.

Paper logs have been replaced by a digital logging package. This package has been designed to accommodate those who wish to generate annotation that will accompany the recording. The use of digital logs offer users a number of unique benefits such as personalised quick-key options for quick logging of common terms and automatic sound linkage that allows users to click on a specific text entry within the annotation to hear the corresponding audio.

Our playback package, used by parliamentary reporters during the transcription process, simultaneously opens the log and its associated audio. It allows reporters to navigate through the sound file via a foot-pedal or to immediately jump to a specific speaker's contribution by merely clicking on their name.

The DigiTake system also contains a web-based database that allows management to roister workloads, schedules etc. making this feature an invaluable management tool. Home-working capabilities allow this system to be fully accessed off-site as users can dial-in from a remote location to view their work schedule and to access the relevant sound and notation files. Completed transcripts can be uploaded or e-mailed to the relevant parties. Our system allows multiple users to access single files simultaneously.

The DigiTake Solution Offers:

- » A reliable method creating fully accurate recording
- » Superior sound quality recordings over cassette
- » Immediate access to proceedings
- » Lower operational costs
- » Instant archive of all proceedings
- » Flexible system to meet individual requirements
- » Time-stamp feature allows users to access specific points within the sound file by clicking on a line of text
- » Database offers valuable management aid for roistering and scheduling duties.



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## A portable recording unit for official proceedings

DigiTake ReCall is a portable unit that can create a full and complete record of your proceedings on-site. The self-contained unit allows users to record, create annotation and store all the details of the proceedings without the need for computer expertise or sound engineering knowledge.

## Benefits

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**Simple To Use:** DigiTake ReCall is designed for immediate operation and is easy to use and operate.

**Cost Effective:** DigiTake ReCall is a portable self-contained unit that requires no extra investment in hardware/software.

**Immediate Record of Proceedings:** DigiTake ReCall creates complete and fully accurate records of proceedings that can be accessed immediately after the proceedings have ended.

**Reduces Overheads:** Create a complete record of your hearing at a fraction of the cost and time required to generate a transcript. DigiTake ReCall allows you

to listen to back to the recording in your own time and select only the areas of the proceedings you deem necessary to be transcribed. This allows you to cut the cost of hiring a stenographer for the entire duration of the hearing.

**CD-ROM:** DigiTake ReCall allows users to burn proceedings to CD-ROM for distribution to the relevant parties or for archiving purposes.

**Superior Sound Quality:** DigiTake ReCall uses digital recording technology to record proceedings thus offering superior sound quality to cassette-based recording.

## Features:



**Content Labeling:** DigiTake ReCall enables users to create text entries as the proceedings take place such as speaker's names or topics raised.

**Automatic Time Stamping:** All notes generated are automatically time-stamped. This feature enables users to click on any line of annotation created and the associated audio will play. This facility allows users to click on a speaker's name to hear their individual contribution as opposed to having

to spool through tapes or read through an entire report to pinpoint just one speaker's contributions.

## Optional Features:

**Footswitch for Transcription:** An optional footswitch is available for use with DigiTake ReCall for transcription purposes. It allows users to navigate through the sound file during playback via the foot-pedal.

## DigiTake ReCall Overview:

DigiTake ReCall contains the complete solution to recording meetings, hearings or any official proceedings in a self-contained portable unit. DigiTake ReCall enables any organisation to record, annotate, playback and store proceedings in a cost effective and easy manner.

Designed with an easy-to-navigate, touch-screen interface users do not require specialised sound engineering or technical computer knowledge to operate.

DigiTake ReCall offers the facility to create a full record of proceedings that can be burned to CD-ROM, uploaded to your in-house network or uploaded to the Internet for distribution to other relevant parties. Up to 20 hours of recordings can be saved on a single CD-ROM disc.

DigiTake ReCall is a flexible system that can be easily modified to suit each individual situation.

## About DigiTake:

DigiTake have been providing professional services, audio equipment and recording software since 1976, serving such clients as the Irish Parliament, the Royal College of Surgeons and the Chartered Institute of Personnel Development.

DigiTake specialise in providing unique and cost effective ways of creating full and complete recordings of meetings, events or proceedings of any kind.

We have unrivalled experience in supplying technical equipment used by the recording media. Over the past 28 years DigiTake have earned a deserved reputation for quality workmanship and reliability.

DigiTake offer a series of recording solutions ranging from customer install software packages, portable recording units to complete in-house installations of customised recording systems.