

Solution One

This is based on a similar concept to the filming setup we've been using. This features a high-quality video camcorder with XLR professional microphone inputs. This will allow us to use two external microphones to be connected (direct to the camera, no separate audio recorder) which can be placed on the meeting table, one at either end. We could also consider converting these to hanging microphones and have them suspended from the ceiling with a patch panel on the wall which you can then plug the camera in to. The camera would record independently to a memory card. You would then download this footage from the card to your computer and then upload this to youtube. We could purchase an additional box which would allow this camera to connect to a laptop for live streaming if required.

Solution one comprises of:

- 1x Canon XA40 4k video camcorder
- Wide angle lens adaptor (budget/low cost version)
- 64GB Memory Card
- Velbon Video Tripod
- 2x omni-directional boundary microphones for table placement
- Optional HDMI – USB Laptop Connection (for live streaming) – additional £60.00

£1,500.00 +vat (excluding optional HDMI box)

Solution Two

This is a laptop-based recording option. This comprises a specialised meeting camera with an ultra-wide (180 degree) recording field of view. The camera includes a built-in microphone. We would need to test this to see how well it will work in your meeting room environment. If it is not good enough there is an additional microphone you can buy from the same range which would sit in the middle of the meeting room table. The audio and video would be recorded on a laptop. There is a piece of free software that allows this, but there is also the option of streaming live to YouTube which can record as it streams.

Solution two comprises of:

- Jabra PanaCast with desk stand - approx £550.00 +vat
- Extra Jabra microphone (if required): approx. £175.00 +vat

Solution Three

This is a budget version of solution two, this uses a standard 1080p webcam for the video. This isn't a wide angle so the camera would need to be a little further back to get people in. The microphone on the camera wouldn't be of high enough quality to capture the audio so we would need an external microphone. The Jabra microphone listed as an option in solution two would seem to be a good option. The recording and uploading would work the same as option two.

Solution three comprises of:

- Budget web camera – approx. £15
- Jabra microphone: approx. £175.00 +vat