



Guidelines on how to record and broadcast communities' meetings

M10 - Preliminary mock-ups for community governance

Roberto Cibin, Maurizio Teli



European
Commission

<https://grassrootsradio.eu/> - info@grassrootsradio.eu - [facebook.com/GrassrootRadio/](https://www.facebook.com/GrassrootRadio/) / [@GrassrootsWaves](https://twitter.com/GrassrootsWaves) - [#grassrootsradio](https://www.instagram.com/GrassrootsRadio/)



Introduction

The aim of this document is to offer to the communities a simple and clear tool that can guide them in 2 main tasks:

- the recording and broadcasting of public events through the use of a phone and the RootIO technology.
- the retrieval of this material and the publication of excerpt of these discussions

Attached to this document there are 3 mockups of desktop web pages and 1 mockup of a mobile web page

More detailed information about the functioning of Rootlo can be found in the [user guide](#)



Description of the scenario

Tomorrow at 9am there will be the meeting of the Bere Island's "Tourism Committee".

The BI Community Radio has decided to broadcast this event and to provide the opportunity to more people to call in and give opinions. Let's see the step to follow to set RootIO

1. THE DAY BEFORE THE MEETING

1. The day before the meeting

a. Creating a Host on RootIO


If not already present, it is necessary to create a host: this is the person who will broadcast the event through his/her mobile. In order to do that, from your PC go to rootio.eu and *sign in*.

Then, click on [Manage Content](#) > [Hosts](#) > 

At this point, fill the form with your data:



Add Host

Phone
1003 

Languages
English
English
English
English

Firstname
Mario


Middlename

Lastname
Rossi

Email
mario.rossi@email.com

Gender
 Male Female Other

Networks*
GW Ireland



1. The day before the meeting

b. Create a Program

Now you can create your program. Click on [Go to programs](#) and then on [Add +](#)

Now, fill the form.



Add Program

Name

Description

Program Structure

Duration
 Duration of the program, in HH:MM(:SS)

Networks*

[Save](#)

Hosts

- Helen
- john

News

- TestTrack
- Dire Straits

Media

- TestTrack
- Dire Straits

Podcasts

- Destination Linux
- BBC Focus on Africac
- RTP - Hora 10

Community

- Ads
- Announcements
- Greetings

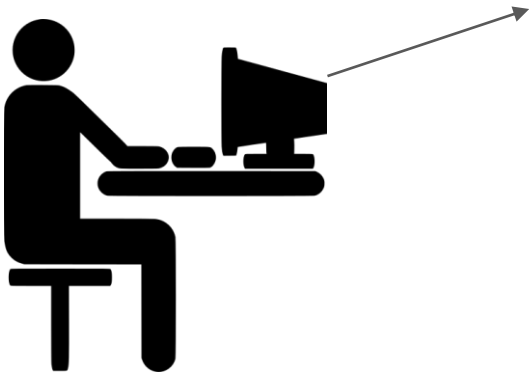
Drag and drop the host's name into the "Programme Structure" window.

1. The day before the meeting

c. The Schedule

To add your program on the schedule, click on [Schedule](#) and then on the [Schedule](#) button related to your station

Drag and drop your program on the right time and date in the schedule

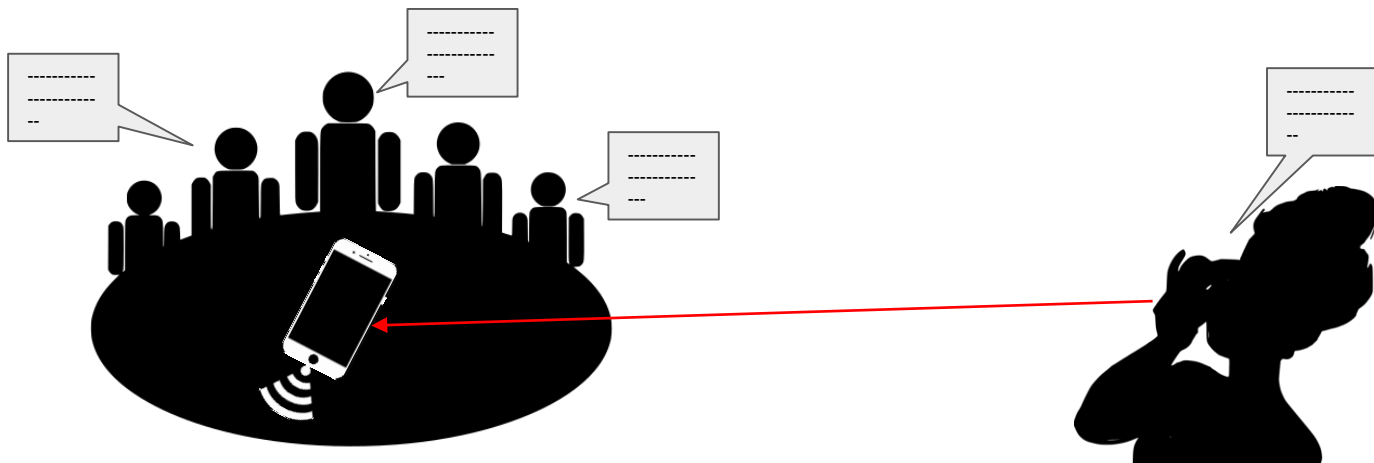


The screenshot shows the RootIO website interface for the 'Bere Island Schedule' on Thursday, January 24, 2019. The page includes a search bar, navigation tabs (RADIO, Status, Stations, Programs, Music Programs, Schedule), and a 'Timezone: UTC' indicator. A sidebar on the left lists various programs: RootIO Stream, Chat with John, Jude's card, Dire Straits, Antenna Bayern, Media playback test, Chat with Helen, Much wow, Chat with Helen, Bere Stream, and Call with Victor. A red arrow points from the 'Chat with John' program in the sidebar to a slot in the schedule grid. The schedule grid shows time slots from 6am to 8pm. Existing programs are shown as colored bars: a yellow bar from 10am to 11am, a blue bar from 12:00 - 2:00 (Bere Stream), and a blue bar from 2:00 - 6:00 (Latino (Testa)). Three yellow bars represent 'Chat with Helen' at 1:30, 2:10, and 3:00. The footer contains copyright information: © 2013 About · Help · Terms.

2. THE MEETING (Live broadcast)

How it works in general

Once Rootio is set, at the selected time the telephone will broadcast the face to face dialogues but also the calls accepted/initiated by the host. The broadcasting will terminate either at the end of the duration of the program (set in advance) or when the host decides to hang up. In the next pages we will see what happens in detail.



2. The meeting (live broadcast)

a. The call

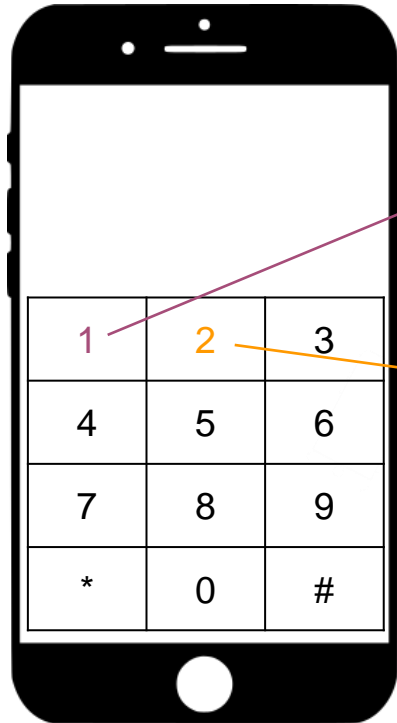
At the preset time (see [here](#) how to schedule a live program), the host will receive a call and will hear an automatic welcome message



Welcome to the XY Community Radio Station. Please press 1 if you want to go on air...

2. The meeting (live broadcast)

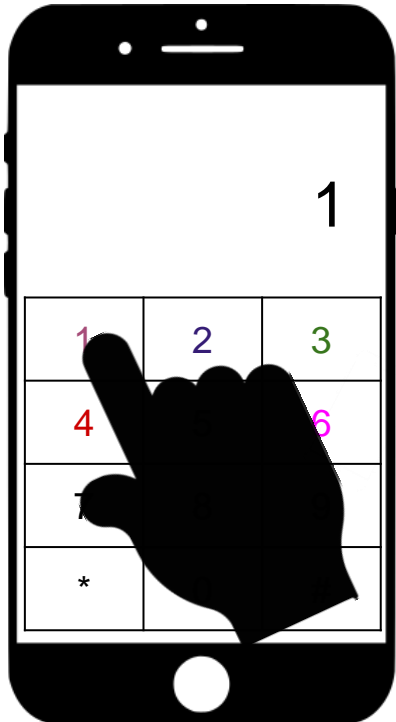
b. The host can accept or refuse the call



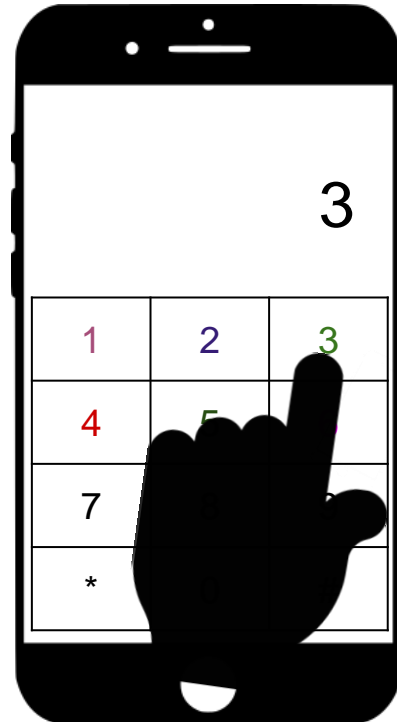
Host to press **1** to accept the call to broadcast the event. The host will hear a notification informing that he/she is being connected to the station. He/she will also hear a notification when connected to the station (after this, he/she is on air and the mobile is a microphone!).

Host to press **2** to postpone the call (the station will hang up, you need to call it back to get on air)

c. After the host pressed 1 and went on air, he/she has these options (I):



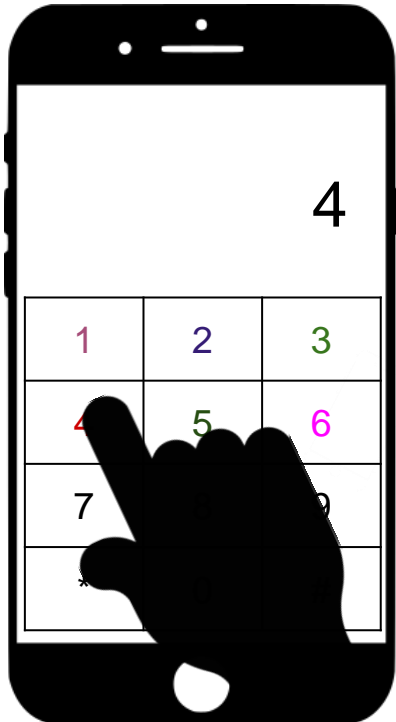
Pressing "1": The host goes off air but will be called when someone calls into the station and wants to talk on air during the program' slot.



Pressing "3": Turn on/off automatic answering of calls from participants wishing to participate in the talk show.

In auto-answer mode, whenever a participant calls into the ongoing talk-show on a predetermined number, they automatically join the talk show as soon as their call is received.

c. After the host pressed 1 and went on air, he/she has these options (II):

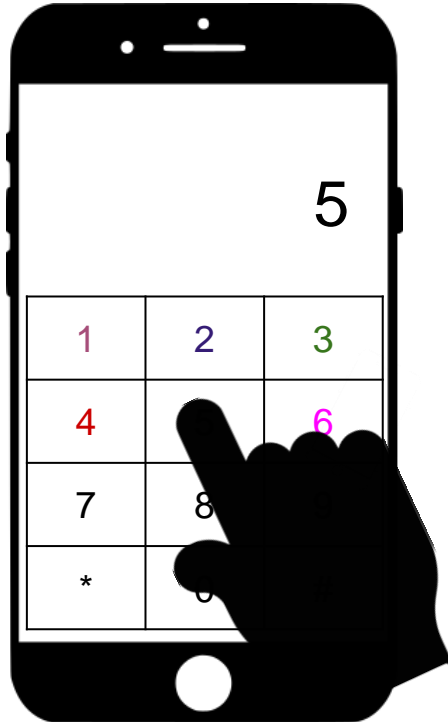


Pressing "4": Turn on/off queuing of calls from participants wishing to participate in the talk show.

In queuing mode, whenever a participant calls into the ongoing talk-show on a predetermined number, they will be added to a queue of participants who wish to participate on the show. Their call will be terminated by the station and their number placed on a list of people who can be called back to participate in the show.

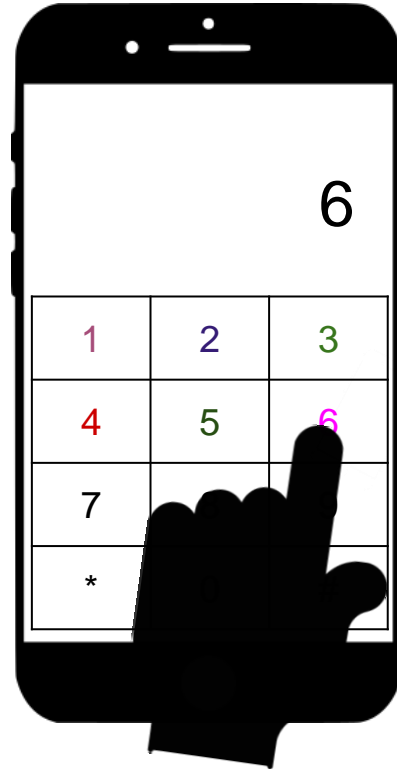
In the event that someone calls in while queuing mode is enabled, the host will hear a notification informing them that they have a caller in the queue.

c. After the host pressed 1 and went on air, he/she has these options (III):



Pressing "5": Call back a participant who had earlier called in and is now in a queue of participants.

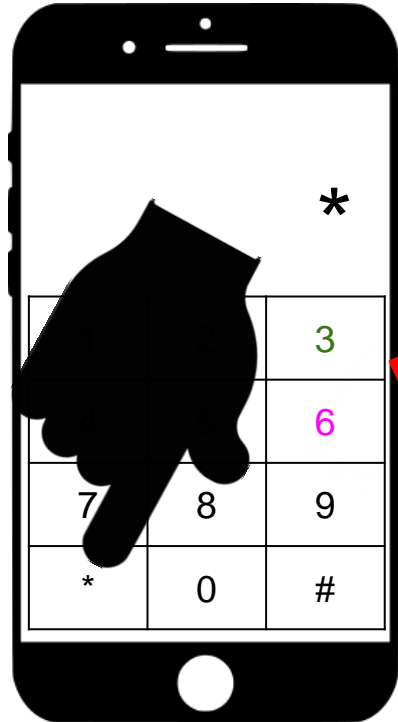
A call will be initiated to the earliest registered number in the queue of interested participants.



Pressing "6": terminate the call to a participant (either joined in auto answer mode, or called back).

2. The meeting (live broadcast)

c. After the host pressed 1 and went on air, he/she has these options (IV):



Pressing "*": Manually add a number to the conference.

In the event that the host wishes to add a participant to the talk show by calling them, the host will press the * key, followed by the # key. They will then hear a prompt to enter the number of the person they wish to call. The host then enters the number of the person they wish to call, including the country code (e.g 40, 351) and press the # key again to initiate the call. At this point the host will receive a notification informing them of the number that is being called. In the event that the call fails, the host will hear a notification informing them of the failure - otherwise the invitee is added to the conference. Example: During a call press `*#40123456789#` to call that number.

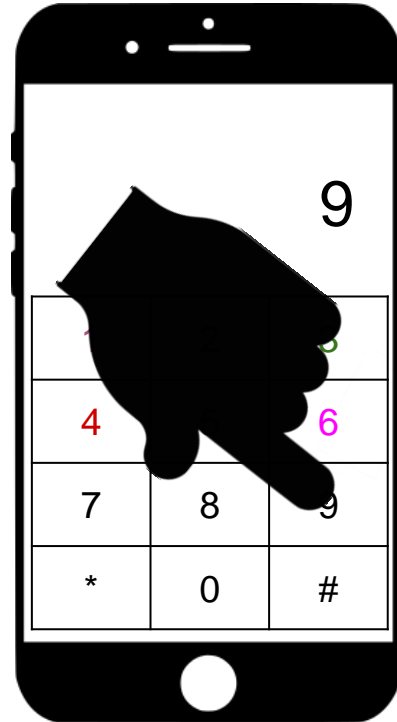
2. The meeting (live broadcast)

c. After the host pressed 1 and went on air, he/she has these options (V):



Pressing "7": terminate the call to a participant invited and called using the "*" option.

NOT AVAILABLE YET



Pressing "9": Take a 5 min music break. The talk-show is suspended - the calls to the host and the station are both terminated. The host will be called back in 5 minutes.

d. SCENARIO 1: Host is ON air and adds 1 call(er)

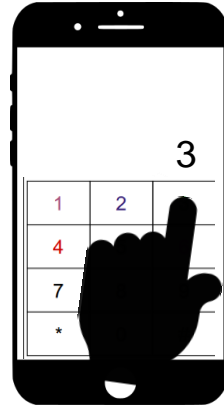
1

*Welcome, please
press 1 if you want
to go on air...*



At the scheduled time, the host will receive an automatic call from the station and will hear a welcome message. He/she will press "1"

2



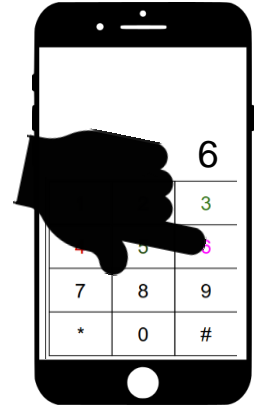
The host presses "3" to turn on the auto answer mode. Now the call-ins will automatically join the show (just one call at a time)

3



The participant calls the station's number and, if the lines are open, he/she goes on air in the talk show with the host.

4

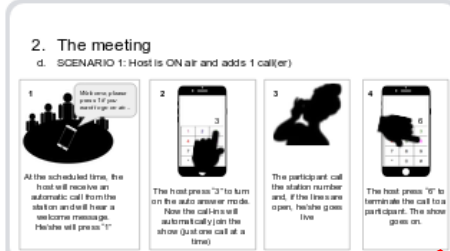


The host press "6" to terminate the call to a participant. The show goes on.

2. The meeting (live broadcast)

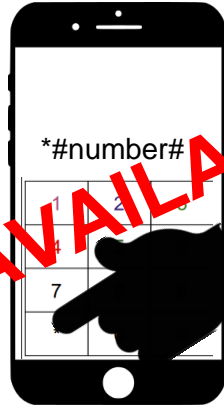
d. SCENARIO 2: Host is ON air and adds more than 1 call(er)

1



Host repeats steps 1-3 from Scenario 1 in order to have a live show with a caller/participant

2



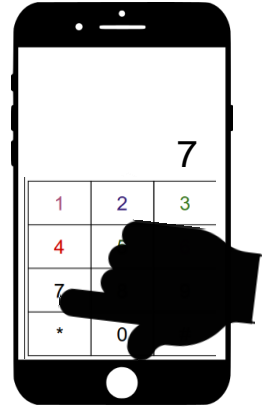
To manually add one person to the call, the host will press "*#" followed by the phone number of the person and "#" to confirm. (* to cancel and repeat)

3



If the person answers, station adds him/her to the show

4



The host press "7" to terminate the call to the person. The show goes on.

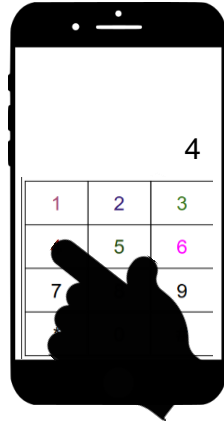
d. SCENARIO 3: Host calls a listener in queue

1



The host is on air and he/she is already chatting with a listener

2



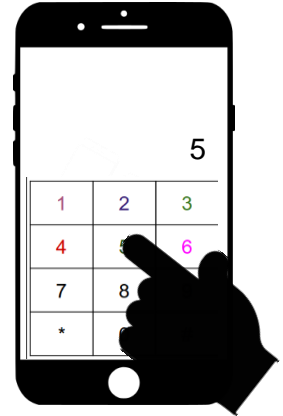
The host presses “4” to turn on queuing mode that allows him to record the numbers of new people calling when the line is busy.

3



A new listener calls: the call will be terminated by the station and the number placed on a list of people who can be called back. The host will hear a notification

4



At the end of the first call, the host press “5” and a call will be initiated to the earliest registered number in the queue

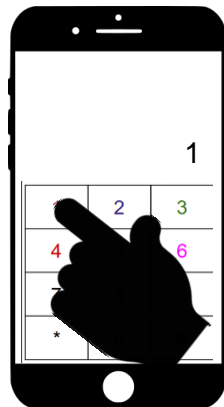
d. SCENARIO 4: Host goes OFF air and a listener calls-in (during the program)

1



At the scheduled time, the host will receive an automatic call from the station and will hear a welcome message. He/she will press "1"

2



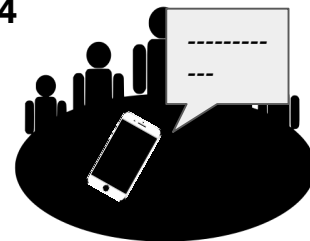
At some point he/she decides to go off air and press "1". The station plays a playlist/stream scheduled in parallel in advance

3



A listener calls while the host is offline; the listener gets a voice prompt: "Please wait while we connect you to the station!"

4



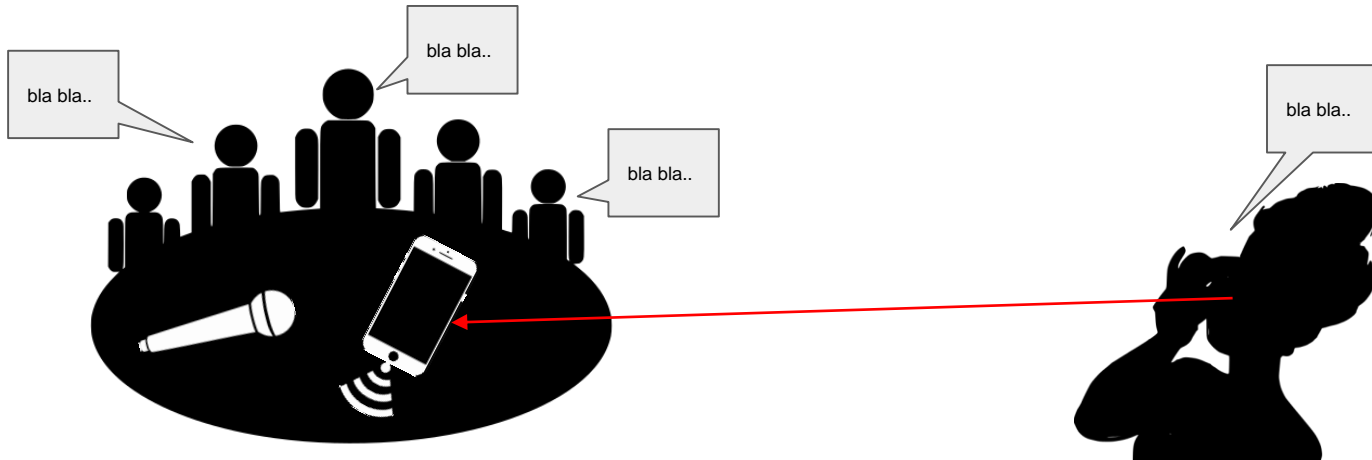
Station calls the host / plays voice prompt "You have a caller on the line. Press "1" to get connected to the station or "2" to ignore this call". The host presses 1 and goes on air with the listener

2. THE MEETING (off air and recorded)

2. The meeting (live broadcast)

a. How to record the meeting (traditional way)

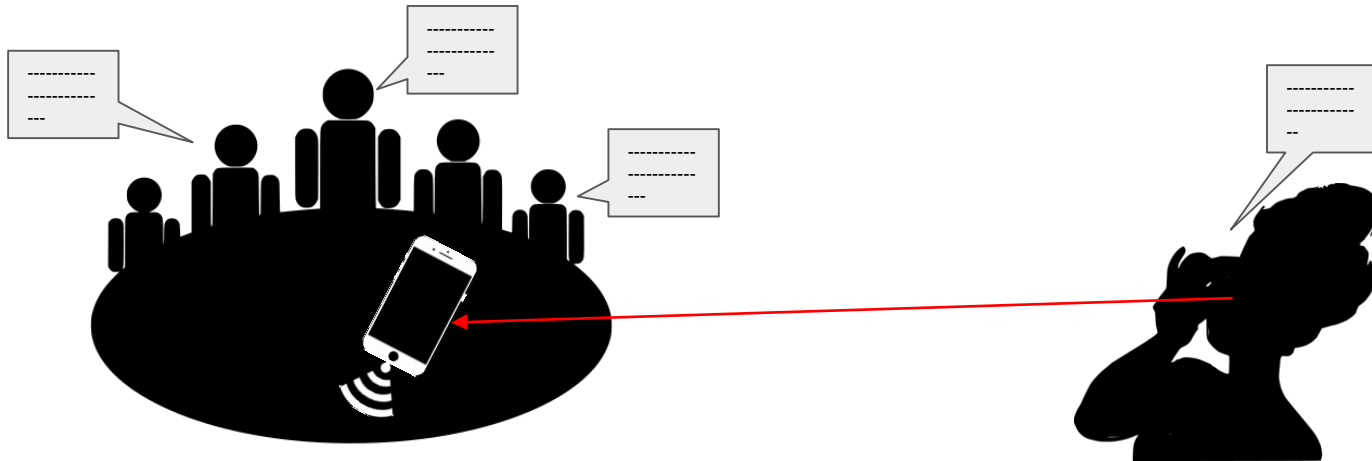
At the moment, the easiest way to record the meeting is to use a digital recorder or a smartphone. In all smartphones an app is present that allows to record audio files. If you also want to record the calls received during the assembly, you can put the mobile that receives the call on speakerphone and record the conversation with a different mobile or digital recorder.



2. The meeting (live broadcast)

b. How to record the meeting (**proposal - not available yet**)

Adding on the RootIO schedule the possibility to record a program without going live. At the same time as giving the possibility to use most of the functionalities for the conference calls. The program will be automatically recorded.

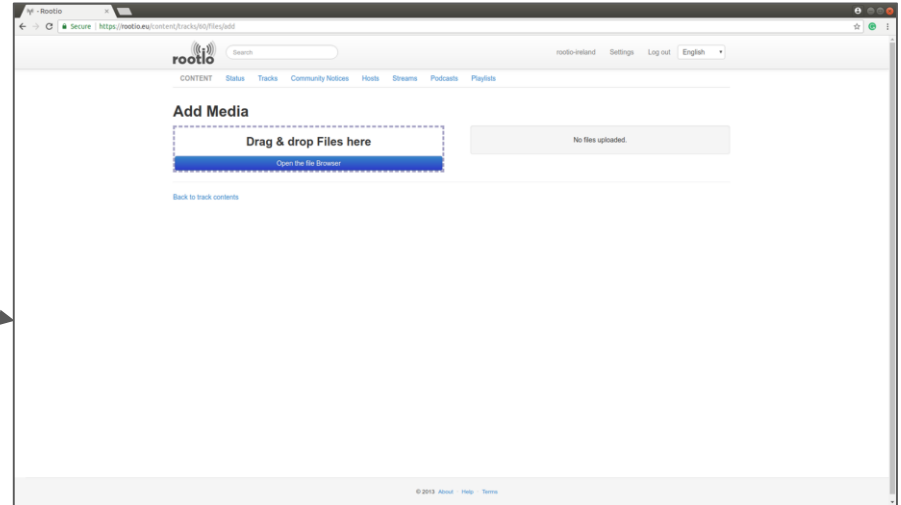


3. AFTER THE MEETING

3. After the meeting

a. Creating a program with the audio file

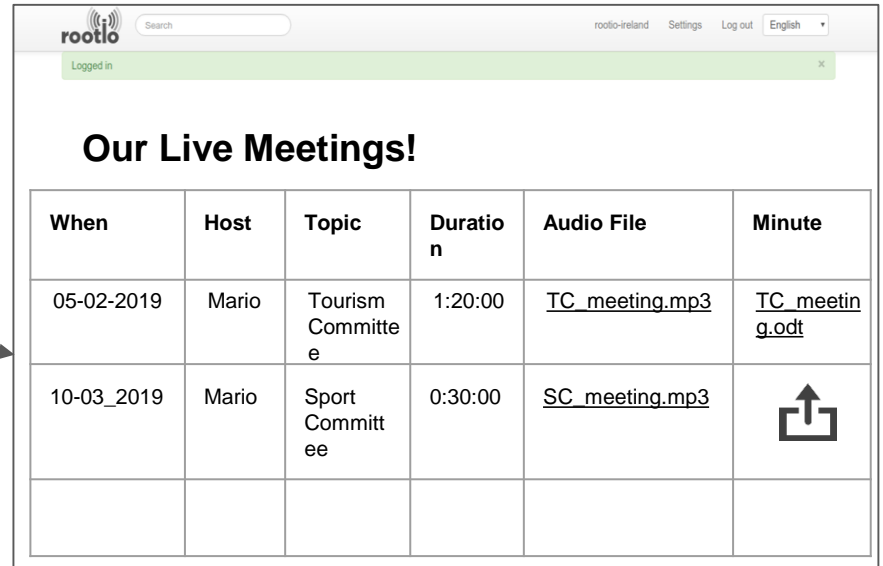
Once you have recorded the meeting, there are some softwares that can help you to edit it (for instance [Audacity](#), a free software). When you think the file is ready, in order to re-broadcast it on the radio you need to upload it into a track and then create a program with this track. Follow the [RootIO user guide](#) for more instructions.




3. After the meeting

b. Finding the audio file (**proposal - not available, yet**)

The live broadcasting will be automatically recorded. On the RootIO interface we can imagine a page where people can find the audio files with the recording of the meeting. We can imagine the possibility to automatically add the audiofile to a track. There will also be the possibility to upload text files with the minutes of those meetings.



The screenshot shows the RootIO web interface. At the top, there is a search bar and navigation links for 'rootio-ireland', 'Settings', 'Log out', and 'English'. A green bar indicates the user is 'Logged in'. The main heading is 'Our Live Meetings!'. Below this is a table with columns for 'When', 'Host', 'Topic', 'Duration', 'Audio File', and 'Minute'. The first row shows a meeting on 05-02-2019 hosted by Mario on the topic of 'Tourism Committee', with a duration of 1:20:00, an audio file named 'TC_meeting.mp3', and a minute file named 'TC_meeting.odt'. The second row shows a meeting on 10-03_2019 hosted by Mario on the topic of 'Sport Committee', with a duration of 0:30:00, an audio file named 'SC_meeting.mp3', and an upload icon in the 'Minute' column.

When	Host	Topic	Duration	Audio File	Minute
05-02-2019	Mario	Tourism Committee	1:20:00	TC_meeting.mp3	TC_meeting.odt
10-03_2019	Mario	Sport Committee	0:30:00	SC_meeting.mp3	

3. After the meeting

c. Transcribing some excerpt (**proposal - not available, yet**)

The audio file can be listened with an audio player and excerpts from the discussion can be transcribed in order to be published on the web, on the community board etc.

