

# CERTIFIED LIVENOTE MULTIMEDIA EXPERT

## COURSE OUTLINE

### DAY ONE

#### INSIGHT AND SKILLS TO GET THE PREMIUM WORK

**12:15 P.M. TO 12:30 P.M.**

##### ARRIVAL AND WELCOME

**12:30 P.M. TO 1:15 P.M.**

What deposition service providers need to know about video quality

- The truth about recording formats
- Recording a deposition with video synchronization in mind
- Troubleshooting tips

**1:15 P.M. TO 2:00 P.M.**

Synchronized transcripts: the nuts and bolts for successful product delivery to the client

- Choosing formats with your client in mind: what they need and how they use your files
- File formats and naming conventions: how to do it correctly and why it's so important
- Delivery formats: DVD vs. CD
- Enhance your product offerings: up-selling your copy orders to synchronized DVD

**2:00 P.M. TO 2:15 P.M.**

Break

**2:15 P.M. TO 3:30 P.M.**

Video repositories and file delivery: what your firm needs to know

- RealLegal iBinder™ video repository: what it offers your customers and how it will help you earn more money
- LiveNote A2B™ delivery system



**3:30 P.M. TO 5:00 P.M.**

New technology: how to use it and how to sell it

- Managing a LiveNote Stream™ deposition: how to set-up streaming video and audio over the internet, test and troubleshoot it (hands-on activity)
- Offering LiveNote Stream service: how to present new technology to your clients and bundle it with your current offerings

**5:00 P.M. TO 5:15 P.M.**

Class will be divided into two groups for day two activities

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## DAY TWO

### APPLYING WHAT YOU'VE LEARNED

#### 9:00 A.M. TO 9:15 A.M.

Arrival and welcome

#### 9:15 A.M. TO 11:30 A.M.

Understanding the proper way to process deposition video (hands-on training to follow later in the day)

- Encoding for delivery on disc and online repository

- Synchronization software – manual and auto synching

- How to create exhibit hyperlinks within the transcript

#### GROUP A

##### 11:30 A.M. TO 12:45 P.M.

Digitizing and synchronizing deposition video (hands-on training)

- Encoding – an in-depth training

- Synchronization software – manual and auto synching

##### 12:45 P.M. TO 2:00 P.M.

Lunch on own

#### GROUP B

##### 11:30 A.M. TO 12:45 P.M.

Lunch on own

##### 12:45 P.M. TO 2:00 P.M.

Digitizing and synchronizing deposition video (hands-on training)

- Encoding – an in-depth training

- Synchronization software – manual and auto synching

#### 2:00 P.M. TO 2:45 P.M.

The final product – creating the LEF file

In this activity, you will create an exhibit, add hyperlinks within the transcript, sync video and produce the LiveNote Evidence Format (LEF) file

#### 2:45 P.M. TO 3:10 P.M.

Marketing and business development discussion

#### 3:10 P.M. TO 3:30 P.M.

Review for exam

#### 3:30 P.M. TO 5:00 P.M.

Written test; participants are dismissed upon completion

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