

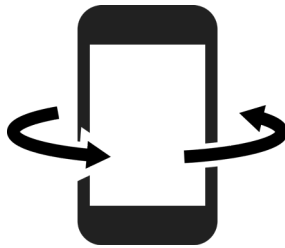
# *streamingkit* ►



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Welcome to the **streamingkit** quickstart. You are planning a livestream, or want to do a (hybrid) conference? The streamingkit will help you to design and make your own events, courses or other (hybrid) formats.

Please use this quickstart next to your phone and scan the codes to get further information.



**streamingkit** is a compendium made by *InKüLe*. Check the full kit and further toolkits on our website.



We are also available for troubleshooting, login info or any other requests.

# resources

## streamingkit

The *streamingkit* is available as an all-in-one mobile setup suitable for almost all usecases. It can be rent from InKüLe and comes in two different sizes. Please check our tutorial how to use it.



## stream.udk-berlin.de

We recommend using this streaming platform as it is developed by UdK Berlin and therefore information is processed independently of large providers. The platform is available to all employees and students. The login is done using the personalized UdK Berlin access credentials.



## Zoom + Miro

Zoom can also be integrated with platforms like miro to enhance interactivity in digital formats. It is particularly accessible because you don't need a Miro account to join a board.



## OBS

OBS (Open Broadcaster Software) is a free, open-source tool for live streaming. It enables users to capture and mix video and audio from various sources, such as cameras or screens.



# quickstart

## **Is your event really hybrid?**

This is fundamental to consider when planning an event, as there are specific requirements.

If you want to actively involve guests digitally (speaking), choose a hybrid format.

If your goal is to broadcast content live and make it available for future reference, go for a stream.

## **Livestreaming different formats**

Events often combine various formats that will influence technical needs, spatial arrangements, scheduling, and organizational considerations. Formats can include lectures, panel discussions, workshops, performances, concerts, and exhibition tours. Clarify as soon as possible and make a schedule. Plan enough time to change the technical setup between different formats.

## **Internet connection**

Make sure you have a stable internet connection for your format. To increase your bandwidth prefer LAN over Wifi, if possible. Be aware that most institutions only have eduroam, so clarify the access in advance.

## **Data & privacy**

Consider the legal requirements of data protection and ensure that participants are informed about the processing of their data and give their consent.

## Cable management

Be aware to have sufficient cables! Always plan your technical setup with regard to power outlets, cameras and audio equipment. HDMI cables typically have limited video signal transmission, with weak signals beyond approximately 15-20 meters. Use cable bridges or tape to prevent tripping hazards.

## Testing & onboarding

- *Technical setup*: Verify all devices and connections. Check Internet, audio, video setups, and digital content functionality.
- *Tech and operations briefing*: Introduce team to equipment, communication tools, and procedures. Display a clear schedule.
- *Sound and lighting checks*: Test audio quality. Ensure clear transmission with microphones, speakers, and feedback limits & enough light.
- *Onboarding*: Familiarize participants with information about logging in, muting microphones, and using basic functions.

## Roles

This is depending on the scale and format of your event. In general there are:

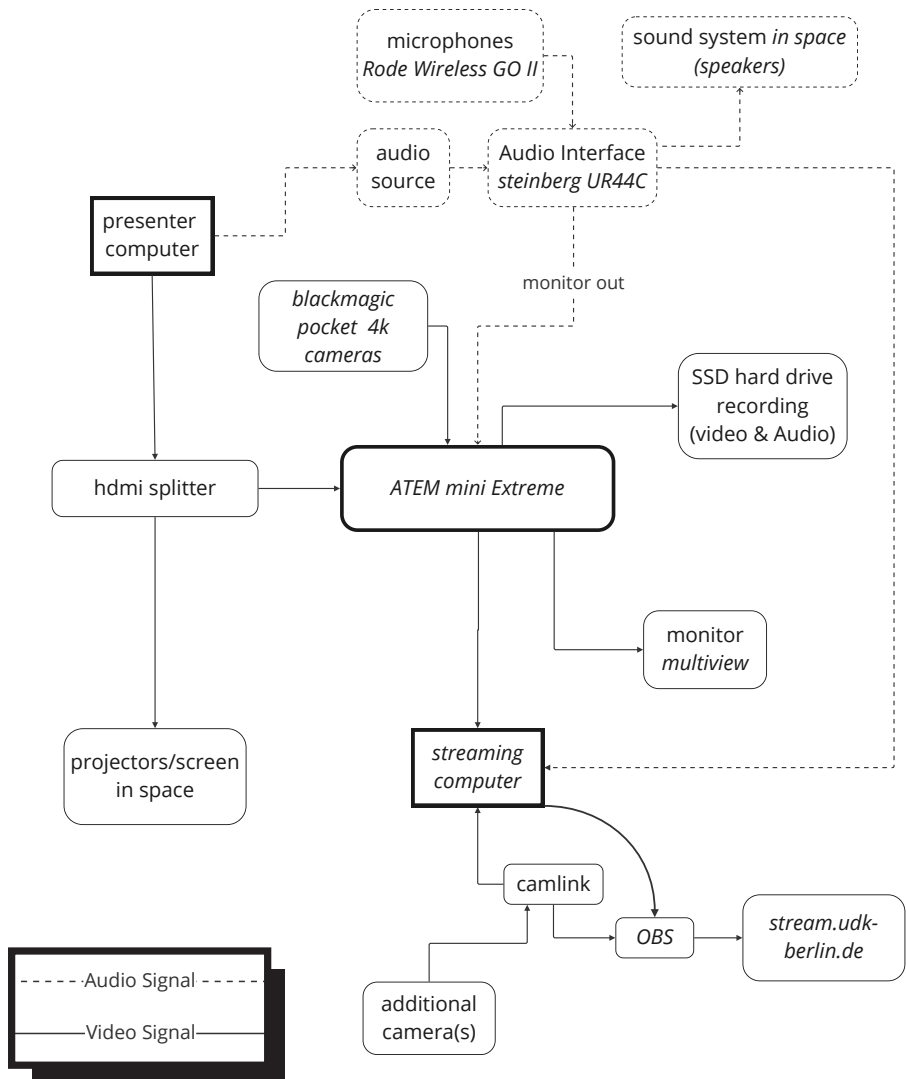
*Director (Streaming)*: Manages audio and video and stream during the event.

*Camera Operator*: One operator per camera is recommended.

*Communication Coordinator*: Interaction with both physical and digital audiences. Handles the microphone usage with speakers and audience

# streaming

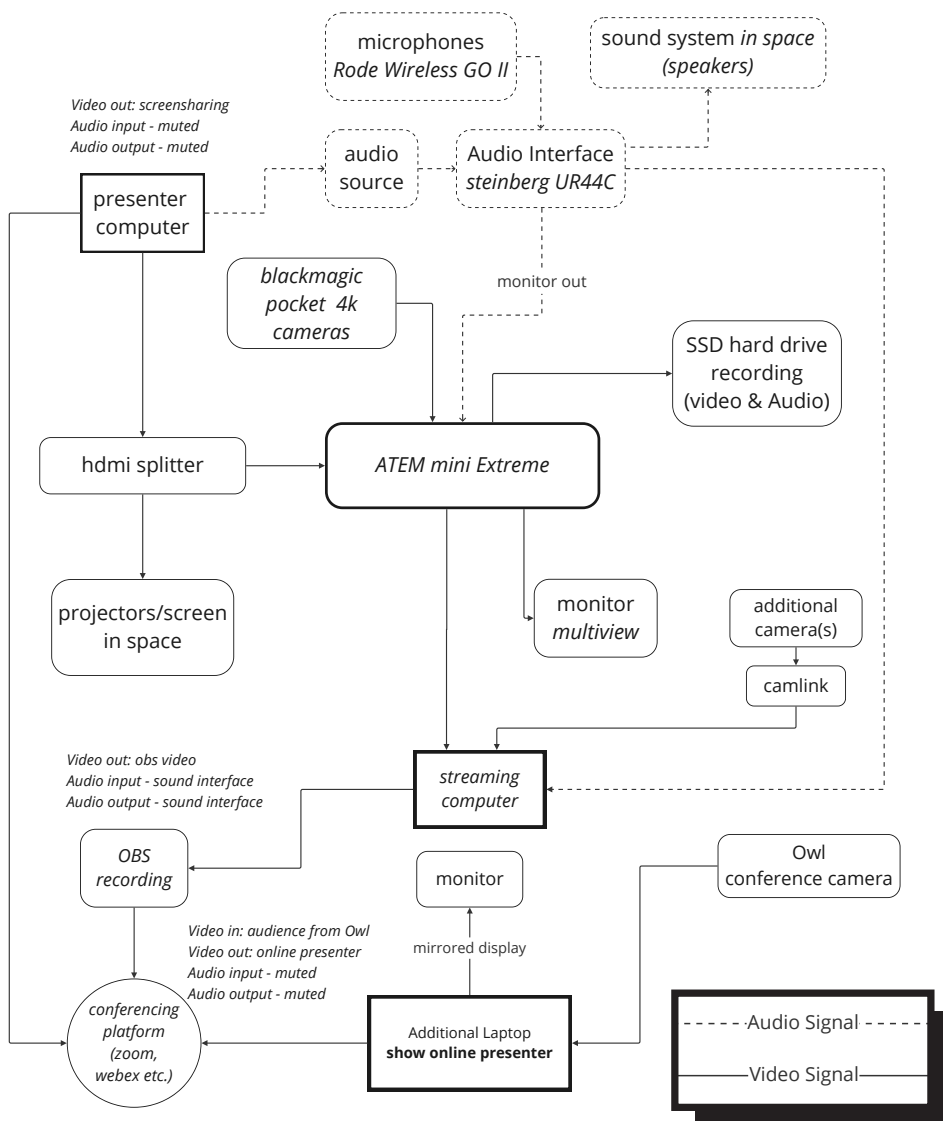
Livestreams open up the format to participants who cannot be on site, even if their mode of communication is rather one-sided.



# hybrid



A hybrid format combines a live experience that takes place both in person and digitally, allowing guests or participants to actively engage and interact with each other.

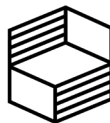


# InKüLe - Innovationen für die künstlerische Lehre

The UdK Berlin-wide project InKüLe - Innovations for Artistic Teaching, funded by Stiftung Innovation in der Hochschullehre, has been exploring processes of digital transformation and supporting them across faculties with new technologies, tools and media-didactic consultations since the summer of 2021. Together with students and teachers, InKüLe is working on a creative and qualitative learning and teaching culture of exchange and interaction in analogue, digital and hybrid spaces.

Please get in touch: **[inkuele@intra.udk-berlin.de](mailto:inkuele@intra.udk-berlin.de)**

[www.inkuele.de](http://www.inkuele.de)



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Innovation in der  
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Universität der Künste Berlin

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