111.01.19 edition

College of Medicine, Kaohsiung Medical University

**EMI Video Preproduction Meeting Checklist**

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| Instructor | Chinese: \_\_\_\_\_\_\_\_\_\_\_\_\_  English: \_\_\_\_\_\_\_\_\_\_\_\_\_ | Dept./faculty |  | Contact No.  (ext. / GSM ) |  |
| Course Title | Chinese: \_\_\_\_\_\_\_\_\_\_\_\_\_  English: \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Email |  |
| Date of Meeting | (MM/DD/YYYY H:m) | | | | |
| **Course Outline**  **( Chinese)** |  | | | | |
| **English shooting script** | Please upload a word file of your **shooting script** (in English), as an attachment, or a link. | | | | |
| PowerPoint file (Teaching materials) | Please upload your PowerPoint file (Teaching materials), as an attachment, or a link. | | | | |
| Do you need EMI Assistant Producer? | □ Yes  □ No | | | | |
| Signature |  | | | | |

\*Note ：

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| **Course Outline**  **( in Chinese)** | **The provided course outline would help EMI digital assistants (DA) to have the basic background knowledge of the course.**  **EMI DA would assist teachers in shooting and providing relevant shooting suggestions. With your assistance, this process would make the video production livelier.** |
| **PowerPoint file (Teaching materials)** | **It's easy to ramble when you record. Instead, having a video transcript will help guide you through your recording for a better final video.**  **Medical Research Building 3F- *Green Screen Studio Kit* includes a tripod, a teleprompter, etc. These film techniques would make your video shoot run smoothly.** |