**N21Mobile SLS / TLS File Upload Workflow**

**V 1.1 August 5, 2021**

We have developed a new workflow for submitting Live Stream (TLS and SLS) files for N21Mobile at eliminates the use of dropbox and puts each country admin as responsible for uploading the actual files and notifying N21Mobile Live Stream coordinator (Sasa for Europe, Renee for Asia Pacific, Adam for North America) after the files have been uploaded and verified.

**For SLS (Simulated Live Stream) files:**

1. File naming conventions
   1. *Country\_CodemmyyEvent\_Name\_session (LM/GS/GS1)\_broll).mp4*
   2. Examples:
      1. Hungarian Connect with Leaders Meeting August 2021)
         1. HU0821Connect\_LM.mp4
         2. HU0821Connect\_LM\_broll.mp4
         3. HU0821Connect\_GS.mp4
         4. HU0821Connect\_GS\_broll.mp4
         5. HU0821Connect\_LMGS\_broll.mp4 (*if same b-roll for both LM and GS*)
      2. Turkish WES with Leaders Meeting and 3 general sessions (September 2021)
         1. TK0921WES\_LM.mp4
         2. TK0921WES\_LM\_broll.mp4
         3. TK0921WES\_GS1.mp4
         4. TK0921WES\_GS1\_broll.mp4
         5. TK0921WES\_GS2.mp4
         6. TK0921WES\_GS2\_broll.mp4
         7. TK0921WES\_GS3.mp4
         8. TK0921WES\_GS3\_broll.mp4
         9. TK0921WES\_LMGS123\_broll.mp4 *(If same b-roll for LM and all GS sessions)*
         10. TK0921WES\_GS123\_broll.mp4 *(if same b-roll for all 3 GS)*
2. Media Title Naming Conventions
   1. *Country Event MMYY Session (LM, GS, GS1, GS2) broll*
   2. *Examples*
      1. Hungarian Connect with Leaders Meeting (August 2021)
         1. *Hungary Connect 0821 LM*
         2. *Hungary Connect 0821 LM broll*
         3. *Hungary Connect 0821 GS*
         4. *Hungary Connect 0821 GS broll*
         5. *Hungary Connect 0821 LMGS broll (if same b-roll for LM and GS)*
      2. Turkish WES with Leaders Meeting and 3 general sessions (September 2021)
         1. Turkey WES 0921 LM
         2. Turkey WES 0921 LM broll
         3. Turkey WES 0921 GS1
         4. Turkey WES 0921 GS1 broll
         5. Turkey WES 0921 GS2
         6. Turkey WES 0921 GS2 broll
         7. Turkey WES 0921 GS3
         8. Turkey WES 0921 GS3 broll
         9. Turkey WES 0921 LMGS123 broll *(If same b-roll for LM and all GS sessions)*
         10. Turkey WES 0921 GS123 broll *(if same b-roll for all 3 GS)*
3. *Note that if no b-roll is provided a generic short b-roll will loop 15 minutes prior to the event start.*
4. Files should be uploaded to N21Mobile a minimum of 4 days prior to the event.
5. When uploading files, share with Global as shown belowGraphical user interface, application

   Description automatically generated
6. Once all files for an event have been uploaded ***and verified***, please send an email to your Live Steam coordinator indicating the event type and date(s) and listing each of the media file names uploaded as well as the length of each file and also indicate the number of days you want you file to be available for post event viewing using the following format:

*Dear Sasa,*

*We have successfully uploaded and verified all of the files needed for the Turkish WES on September 25-26 2001.*

*The file details are as follows:*

Turkey WES 0921 LM – 00:45:22

Turkey WES 0921 LM broll – 00:12:15

Turkey WES 0921 GS1 – 01:22:22

Turkey WES 0921 GS1 broll – 00:08:41

Turkey WES 0921 GS2 – 01:45:36

Turkey WES 0921 GS2 broll – 00:05:09

Turkey WES 0921 GS3 – 01:55:42

Turkey WES 0921 GS3 broll – 00:05:44

*Please make all sessions available for 7 days after the event.*

*Also please note that we have (or have not) embedded a logo on the video files above.*

*Sincerely.*

*Local Office*

1. Note that if after uploading the files, you realize you must update or change the file, please consult with you Live Stream Coordinator for the proper procedures.

**For TLS (True Live Stream) files:**

The file naming conventions and Media Title naming conventions remain the same as with TLS files above. The only difference from SLS is that broll files are not required.

Because TLS files are loaded after the actual event and often undergoes some editing, the timing is obviously different for uploading these files. Note that due to the time complexity of creating the video files (often on site) it is highly recommended that you communicate to IBOs for TLS events that the post event access will not be available until 24-48 hours after the event has ended. This timing should be based on your local abilities to edit and upload the media files. Additionally, it is important to communicate and coordinate with your Live Stream coordinator to ensure there is agreement as to when post event access will be made available.