

HOW TO FILM A CONFERENCE

Every shot a recap needs, in the order it happens. Ten for one phone. Twenty-one for a crew. Get eight of the ten and you have a recap.

TIER ONE

ONE PHONE, ONE PERSON

- Doors opening, shot from inside the hall looking out at the first attendees**
Day 1, as registration opens
- Main stage lights up, seats filling, 10 seconds from the back corner**
15 min before the keynote
- Speaker walk-on and the first applause, shot from the aisle**
Keynote open
- The reverse: audience faces during a session, from beside the stage**
Once per session
- The hallway after a session lets out, walking with the crowd** **STORY**
30 sec after a session ends
- Two people at the coffee station who do not leave, held from a distance** **STORY**
Any break
- One busy booth with a real attendee asking a question**
Expo hours
- Three vox pops a day: "What did you come here for? Did you get it?"**
Day 2 afternoon is best
- Reception: glasses up, laughter, warm light**
First 30 min of the reception
- Strike: a banner coming down, then you sitting for the first time in three days**
After close

PHONE RULES

- Horizontal unless the recap is for Reels only.
- Tap and hold to lock exposure before every clip.
- Ten seconds minimum per clip, no zoom, walk closer instead.
- Vox pops in a quiet corner, phone at chest height, 15 seconds each, get the name and title on camera.
- Two phones, both charged, swap at lunch.
- Dump everything to a shared folder every night with the day in the folder name.

TIER TWO

WITH A CREW

- Empty venue, chairs being set, signage going up**
Build day, early
- Organizer or lead on a headset, checking a clipboard, last-minute call** **STORY**
Build day
- Doors opening, first attendees through registration**
Day 1, 07:30
- Badge pickup close-ups, hands, lanyards, names**
Day 1 registration
- Slow push on the main stage, lights up, empty seats filling**
15 min before keynote
- Speaker backstage: last look at notes, mic check, deep breath** **STORY**
5 min before walk-on
- Keynote walk-on and first laugh or applause from the room**
Keynote open
- Three lenses on every main session: wide, tight on speaker, reverse on audience**
Every session
- Audience reaction: nodding, note-taking, phones up photographing a slide**
Every session
- Panel crosstalk, moderator laughing, a pointed question from the floor**
Panels
- The hallway after a session lets out** **STORY**
30 sec after each session ends
- Two people meeting at the coffee station and not leaving** **STORY**
Breaks
- Expo floor: booth demos with a real attendee, not staff posing**
Expo hours
- Sponsor logos in context: on the stage screen, lanyards, the step-and-repeat**
Throughout
- Backdrop interviews, 3 to 5 questions, 90 seconds each**
Between sessions, Day 2 is best
- Vox pop one-liners on the floor, handheld, ten seconds each**
Day 2 afternoon
- Second venue or off-site: golf, dinner, forum at another hotel**
As scheduled
- Evening reception: glasses raised, laughter, the room lit warm**
First 45 min of each reception
- Drone or high wide of the venue, golden hour**
One evening only
- Last session, the final applause, people lingering**
Official close
- Strike: banners coming down, the organizer sitting for the first time in three days** **STORY**
After close

The daily sizzle rule. Every night, pull 8 to 12 clips from the day in this order: a shot 3 or 5 style opener, two session shots with a reverse, one hallway or coffee moment, one booth, two interview lines, one reception beat, one closer. Deliver before the first session next morning. That is the asset sponsors post, and it is why the full recap already has an audience by the time it lands.