
VIDEOTAPING AND WEBCASTING POLICY

SERVICE OVERVIEW

Videotaping and webcasting are provided as a “best effort” service. We rely on the Adobe Connect Pro servers to record and transmit events. If the servers go down or malfunction, the recording and webcasting will cease. In short, we cannot guarantee that this service will work on the day of your event, although it is generally a reliable system.

If you must guarantee an event will be recorded, backup recording devices can be setup at additional cost. There is not a backup system for webcasting.

In order to schedule personnel to oversee webcasting/recording, we must know at least 2 weeks in advance which services you need. We cannot guarantee we can offer this service for your event.

All speakers who are being recorded or broadcast must sign a model release form from the university.

RECORDING

All activity in the online room, including audio, video, chats and the list of online participants are recorded and cannot be edited. Recorded events are posted “as-is” unless there are parts that absolutely need to be removed. Please alert the event staff immediately if there are any concerns about a recording. There are additional charges for editing.

Unedited recordings are normally processed within 24 hours of the event. A link to the recording will be sent to you and, when appropriate, posted on the Bloustein School podcast page.

RECORDINGS WILL REMAIN ON THE SERVER *FOR ONE YEAR*. AFTER A YEAR, WE WILL LOOK AT THE NUMBER OF VIEWS TO DETERMINE IF THE RECORDING SHOULD REMAIN ACTIVE, BE DELETED, OR STORED OFFLINE.

WEBCASTING

Webcasting allows participants to join an event in real time through an online broadcast. The Adobe Connect Pro “rooms” are public. Anyone with the link can access the room. If you need to set up a private room, you will be charged for a room monitor and setup fee.

The online rooms display:

- Computer display (PowerPoint or other running program)
- Speaker or panel audio and video

- Chat window for online participants
- Online participant list

It is up to you to coordinate advertising for a webcasted event.

CHARGES

Base Webcast Fee	\$250.00
Audio Video Technician During Event	\$25/hr.