Follow Shot Lecture Recording

Summary
Sometimes a special SOM lecture requires a more complex recording format when there are multiple speakers, mixed media and a large amount of movement. This must be requested in advance in order to schedule an onsite dedicated Media Services specialist.

Features
- Manned cameras move to capture SOM lectures and classes being captured
- Covers multiple speakers and presentation(s) and mediums
- Standard formats for publishing
- Monitoring from remote media center and directly via camera within the facility

Who can use it?
All faculty, staff and lecturers using SOM facilities

How much does it cost?
This service is available to the Yale School of Management community at no charge during regular business hours (Monday-Friday 8:00am - 5:00pm). Any request made for off hours will be charged to the requesting department.

How do I get it?
A request can be generated through your room booking in the Event Management System (EMS).
Yale SOM has a consent form (you can read about it in detail here). The consent form should be downloaded and executed prior to any video broadcast or recording of guest speakers. These forms are required for guest speakers to sign, if they are speaking at a recorded conference at Yale School of Management. Recordings will not be released until these permission forms are signed. Speaker permission forms must be completed prior to event start, in order for the recording to take place. Faculty members are only required to sign these permission forms if it is a non SOM event.
Download the Speaker Permission form and have it signed, and upload electronically (scanned, or clear camera image) to your conference or event ticket, which was sent to you as a confirmation of your request through the EMS.

Related Policy and Procedures
- All users of Yale University computing and networking facilities are expected to read and abide by the Information Technology Appropriate Use Policy. For additional information, please familiarize yourself with the Policies and Procedures related to HIPAA Security.

Related Knowledge Articles