**Video Conferencing Setup and Support**

**Summary**

SOM supports the ability to have a full bi-directional remote conference via video. Video conferences are two-way video streams to/from a remote audience. Video Conferences are a powerful way to make classes and events fully interactive across the international community. Any request made within 72 hours prior to an event, cannot be guaranteed Media Services will be able to accommodate.

**Features**

- Live remote speakers during an event broadcast into the classrooms or auditorium, with full audio and video interaction
- Ability to record for later playback
- Fully bi-directional streaming
- Zoom application

**Who can use it?**

Anyone who is part of the SOM community or an SOM affiliate and planning an event or conference at our facilities.

**How much does it cost?**

This service is available at no charge to the Yale School of Management community. Media Services fees may be assessed for any event that requires technical assistance outside the normal business hours of Mon – Fri, 8am-5pm. Outside SOM events will be charged hourly labor fees based on the Media Service needs.

**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**

- Avid Archive-Restore
- Classroom Video Conferencing
- NUC Setup and Config
- Video Conferencing Rooms
- Video Services