# Presentation Recording

## Overview

This document describes the options for recording presentations such as colloquia, hiring talks, project presentations, etc... There are a number of options that range from a portable video camera to full broadcast quality production. The intent of this document is to describe the options and provide step by step instructions to help you achieve your desired outcome.

## Release and License

Any recording option below requires the presenter to sign Indiana University’s Speaker License and Release prior to any audio or video being captured. It is the responsibility of the presentation sponsor to get a signed copy of the release form prior to the presentation. Ideally, the presenter should be sent the release form a couple of days before the presentation. The License and Release will be copied to the service request where it will be digitally archived.

**Indiana University Speaker License and Release**

**IU Policy UA-05 Intellectual Property Policy**

## Options

- **Option 1: SoIC Portable Video Camera**
  
  The School has a high-quality Sony (model hxr-nx3ou) video camera that can be checked out by trained faculty or staff to capture presentations. The video camera has a wireless mic and a tripod available for your convenience. Please submit a [Service Desk request](#) if you would like to reserve this resource. For this option, you will need to provide any and all necessary staffing. ITG staff can help with setup but may not be available throughout your entire event.

  **Advantages**
  
  - Can be used in any room
  - Short lead time
  - Low cost

  **Disadvantages**
  
  - You have to provide any and all necessary staffing throughout the event
  - Live streaming is not available
  - Post presentation processing needed for distribution

  **Lead Time**
  
  While this is largely governed by room and equipment availability, it is recommended that you make your reservation 2 weeks in advance.

- **Option 2: SoIC or IU Video Conferencing Technology w/ IU's Zoom service**
  
  Some rooms within the School are setup with Video Conferencing Technology capable of utilizing Indiana University’s streaming service. The [Zoom service](https://iu.zoom.us) provides live streaming and recording for on-demand access, with a choice of video and audio, or audio-only formats. We can easily train you do do this yourself! Faculty and staff members can request to have video conference meetings or presentations streamed live and recorded from any of the following rooms: IE 130, IE 226B, IW 232, Lindley 215, LH 101, or LI030, or anywhere with an in-room webcam and mic set.

  **Advantages**
  
  - Live streaming available
  - Simple self-service is possible
  - Presentation recording available almost immediately via link
  - Limited advanced production options available
  - Low Cost
  - Training available

  **Disadvantages**
  
  - Limited to capable rooms

  **Lead Time:**
  
  - 1 week advance notice is required for this service the first time or whenever tech staff need to be involved. No lead time for your own projects.

- **Option 3: Collaborative Technology Capture**
  
  The School can use the same Sony hxr-nx3ou video camera to capture your presentation. The video will be captured in HD : MPEG4-AVC / H. 264 AVCHD format Ver.2.0 compatible and distributed to box.iu.edu in a shared folder upon completion. Please submit a [Service Desk request](#) if you would like to exercise this option. The Collaborative Technology staff will provide all necessary staffing.

  **Advantages**
  
  - Can be used in any room
  - No cost to you
• **Disadvantages**
  - Live streaming is not available
  - Post presentation processing needed for distribution

• **Lead Time**
  - 1 week notice required

• **Option 4: UITS Media Design and Production**
  If more advanced production quality is needed, UITS Media Design and Production can be scheduled. There is a fee that will be in the range of $500. If you are interested in this option please submit a Service Desk request. We will coordinate a meeting to discuss capabilities, requirements, and cost.
  
  • **Advantages**
    - Live streaming available
    - Advanced production options available
    - More room alternatives than Option 2
  
  • **Disadvantages**
    - Cost
    - Long lead time relative to Option 1
  
  • **Lead Time**
    - 3 weeks advance notice is required for this service, first come first serve.

• **Option 5: IU Radio and TV**
  If broadcast quality production is required, IU Radio and Television Services can be scheduled. There is a fee that will be in the range of $2000. This option would likely be most appropriate for the larger venues across campus rather than lecture halls within the School. If you are interested in this option please submit a Service Desk request. We will coordinate a meeting to discuss capabilities, requirements, and cost.
  
  • **Advantages**
    - Highest quality option
    - Live streaming available
    - Advanced production options available
  
  • **Disadvantages**
    - Cost
    - Limited to larger venues
    - Long lead time relative to Option 1
  
  • **Lead Time**
    - 4 weeks advance notice is required for this service, first come first serve.