Presentation/Lecture Recording at Luddy School

Overview

This document describes the options for recording presentations such as colloquia, hiring talks, project presentations, as well as an option for self-service lecture capture. There are a number of options that range from webcams, in-room cameras 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

Invited non-IU speakers are required 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

Live Streaming (but not recording) a talk by a non-IU person- a signed speaker release must be secured for any broadcast that is disseminated.

Hiring talks: The candidate must be advised ahead of time by the host (during the campus visit planning stage) that the job talk will be videotaped for review by voting members of the faculty who cannot attend in person. A signed release is NOT necessary as long as the recording will be password protected via Box/Kaltura for internal use and kept for only as long as the internal audience needs for review, and is then deleted.

It is the responsibility of the host to let IT know the faculty have completed their review and the recording can be deleted.

It is not necessary to get a speaker release from IU faculty, students or staff since consent to record is covered by the IU Intellectual Property Policy.

• IU Policy UA-05 Intellectual Property Policy

Option 1: Recording a talk is easy with Zoom in the Room!

• Zoom is IU’s high-quality self-service web collaboration tool. A regular Zoom meeting can support up to 100 simultaneous participants, while a large meeting can support up to 300 participants. Zoom provides high-quality audio and video, intuitive sharing and co-annotation tools, breakout rooms, whiteboarding tools, the ability to easily add content to a meeting on the fly, and the option to download meeting recordings as MP4 files. high quality video and audio at your desktop or in conference rooms, classrooms and in Dorsey Lecture Hall. The Zoom service provides live streaming and recording for on-demand access, with a choice of video and audio, or audio-only formats. Let us train you do do this yourself!

• Record your course lecture with IU’s Kaltura CaptureSpace. At Indiana University, faculty members and instructors on any campus can record their classes using the Kaltura Lecture Capture system, and distribute the captured content to their students via the web or Canvas. Kaltura Lecture Capture can capture a variety of inputs, including audio, video, computer content, and content from document cameras. Want to record your course lecture?

The above options are done using SICE built-in camera equipment in several rooms to leverage all of IU's video options. Note: the camera view may be limited by its location in the room.

See the list of rooms in the table below.

Advantages

• Live streaming available with Zoom
• simple self-service
• Presentation recording available almost immediately via link
• Limited advanced production options available
• No 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.

Rooms with cameras for teleconferences and recording talks using Zoom and Kaltura:

Myles Brand Hall

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>In-room Cameras</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E130</td>
<td>50</td>
<td>2</td>
<td>Lecture room</td>
</tr>
<tr>
<td>W100A</td>
<td>12</td>
<td>1</td>
<td>Teleconference</td>
</tr>
<tr>
<td>W232</td>
<td>24</td>
<td>1</td>
<td>Classroom</td>
</tr>
</tbody>
</table>
Luddy Hall

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>In-room Cameras</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0117</td>
<td>60</td>
<td>2 – front and back</td>
<td>Active learning classroom, group work</td>
</tr>
<tr>
<td>1104</td>
<td>48</td>
<td>1</td>
<td>Classroom</td>
</tr>
<tr>
<td>1106</td>
<td>160</td>
<td>2 - Front and back</td>
<td>Large lecture hall</td>
</tr>
<tr>
<td>1019</td>
<td>60</td>
<td>2 - Front and back</td>
<td>Computer lab</td>
</tr>
<tr>
<td>3166</td>
<td>24</td>
<td>2 - Front and back</td>
<td>Executive conference room</td>
</tr>
<tr>
<td>3170</td>
<td>6</td>
<td>1</td>
<td>Deans Teleconference</td>
</tr>
<tr>
<td>1069</td>
<td>10</td>
<td>1</td>
<td>Teleconference</td>
</tr>
<tr>
<td>2069</td>
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<td>1</td>
<td>Teleconference</td>
</tr>
<tr>
<td>3069</td>
<td>10</td>
<td>1</td>
<td>Teleconference</td>
</tr>
<tr>
<td>4012</td>
<td>18</td>
<td>1</td>
<td>Teaching lab</td>
</tr>
<tr>
<td>4063</td>
<td>20</td>
<td>1 (rear)</td>
<td>Classroom</td>
</tr>
<tr>
<td>4069</td>
<td>10</td>
<td>1</td>
<td>Teleconference</td>
</tr>
</tbody>
</table>

How to reserve a room at SICE: [https://uisapp2.iu.edu/confluence-prd/x/HYByBQ](https://uisapp2.iu.edu/confluence-prd/x/HYByBQ)

**Option 2: UITS Multimedia Production**

If more advanced production quality is needed, UITS Multimedia 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 - 3 weeks advance notice is required for this service, first come first serve.

**Option 3: 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 - 4 weeks advance notice is required for this service, first come first serve.