

Request for Single Recording Support

If you plan to record a course presentations using the college's Mediasite or Tegirty recording equipment, please fill out this form and return it to merendaj@ecu.edu.

Returning this form implies that you have read and understand each of the following points.

Image Release	I understand that any non-ECU employee, including all ECU students, whose image is recognizable on a recording must have a signed release form on file either with me or with the College of Allied Health Sciences.
Copyright statement	I understand that recording course material implies that a copy is made of that material. I further understand that, unless I or ECU owns the copyright to the material, use of the material must comply with United States copyright laws, including the Fair Use Doctrine, the Digital Millennium Copyright Act of 1998, and the TEACH Act of 2002. Submitting a request to record a course implies that I will abide by these statutes.
Room use	The following general purpose classrooms are equipped with Mediasite recording equipment: 1305, 1335, 1340, 1345, 1410, 2305, 2345, 2365, and 3405. HSIM faculty may use the computer lab in 4405. BIOS faculty may use 1307. PADP faculty may use 2335. Desktop and Mobile available throughout college. The OET has one mediasite portable system which can be used in most rooms or alternative location.
Training	OET expects that all faculty, students, and guest presenters using Mediasite are familiar with the use of the document display equipment installed in each room. OET will schedule one-on-one training for any faculty, student, or guest presenter who requests it. OET will provide on-demand assistance to any faculty, student, or guest presenter who requests it OET will provide a "live" link when requested.

Please provide us with the following information regarding your class/event recording:

Name: _____ Phone: _____ Email: _____

Course Number & Section: _____ Title: _____

Date: _____ Time: _____ Duration: _____

Presenter: _____ Location: _____

Please indicate who should have access to this recording (i.e. specific students, entire class, department, ECU community?)

Please include any special instructions for your event below, ie recording must be live, links needed for distribution ahead of time:
