Zurich, 06 September 2015

Event Recording Leaflet

For successful recording and/or transmission of your event, we require your cooperation in the following issues:

**Room reservation, contact**
- When booking a room for your event, please don’t forget to book at least one additional hour before and after the event. This applies as well to any auditoriums you will be using for live transmissions. Contact: raumreservation@rektorat.ethz.ch
- Please designate one person with a cell phone number who will be on site one hour before event begins.

**Consent (release agreement)**
- Make sure to inform speakers beforehand that the event will be recorded/transmitted.
- For simple transmissions from auditorium - auditorium it is enough to inform the speakers.
- For recordings with subsequent publication, we require a signed consent form. Using the forms provided, make sure to obtain the necessary consents and have them ready and available for us. If you wish, you can send them to us in advance by either postal or electronic mail or you can hand them over to our production team during the event.
- Please bear in mind that experience has shown that it is usually quite difficult if not impossible to obtain written consent once the event has taken place.
- We cannot publish any recording without a written authorization.
Others

- Please send us the final program and/or schedule at least one week prior to the event.
- Information regarding existing infrastructure at the event location can be found at http://www.rauminfo.ethz.ch.
- If you need additional equipment (especially microphones), contact mms-is-hg@id.ethz.ch (internal telephone 22117) for HG, mms-is-hil@id.ethz.ch (32427) for Hönggerberg buildings.
- Ideally we prefer using one common computer for all speakers. Switching computers can pose technical problems and cause delays. For details please refer to the technical remarks provided. The computer should be available for testing purposes 60 minutes before start of the event.
- During the event, technical support, beyond recording and transmission, is available at telephone number 22117 (HG), 32427 (Hönggerberg).

For more information or any questions, please contact us at multimedia@id.ethz.ch.

Thank you for your cooperation!

ETH Zurich – Multimedia Services