Policies

Policies for using audio-visual and information technology resources at ICERM.

- Acceptable Use Policies
- Recording & Live Streaming
  - Overview of Recording & Live Streaming Policy
  - Recording Policy
  - Live Streaming Policy

Acceptable Use Policies

All faculty, staff, program participants, visiting researchers, and guests to ICERM are required to follow Brown's Acceptable Use of Information Technology Resources Policy, Electronic Information Access Policy, and associated information technology policies.

Recording & Live Streaming

Overview of Recording & Live Streaming Policy

ICERM records all talks given during workshops and all public lectures by default, with the intention of publishing the videos on ICERM's website. ICERM will not publish any video recording without first receiving a signed release form from the speaker(s).

ICERM streams workshop lectures live to the Internet via our website. If you do not wish to have your presentation streamed you may **OPT OUT** via the form in Cube. You will be required to log in to their Cube account to do so. Opt-outs should be submitted 24 hours prior to the scheduled time of the talk in order to ensure staff has ample time to process the request.

Click the links to learn more specifics about our recording policies and our live streaming policies.

If you have questions about the recording/live stream policies, please contact the ICERM IT staff by dropping by the administrative offices or emailing support@icerm.brown.edu.

Recording Policy

ICERM records all talks given during workshops and all public lectures by default, with the intention of publishing the videos on ICERM's public-facing website. ICERM will not publish any video recording without first receiving a signed release form from the speaker(s).

The terms provided in the release form were developed by Brown's legal counsel and are non-negotiable.

ICERM recognizes that there are rare occasions where a speaker's employer specifically prohibits them from giving recorded talks. In these circumstances, ICERM will not record the speaker as long as ICERM staff is notified at least 24 hours in advance.

Should a speaker explicitly refuse to sign a release form, ICERM will delete the recording of the speaker's talk.

If ICERM does not receive a signed release form within six months of a recorded talk, ICERM will delete the recording. ICERM may honor requests for limited release delays for cases such as pre-published materials in a presentation. These will be handled on a case-by-case basis. Interested speakers should consult with ICERM staff and/or the directorate.

Specific information regarding different types of talks follows below:

During Workshop:

Lectures/talks: will be recorded, as detailed above.
Tutorial Sessions: will be recorded if they are live-streamed, or at the request of the program organizers in consultation with the speaker.
Panel discussions: will be recorded if they are live-streamed, or at the request of the program organizers in consultation with the moderator. Note that release forms are necessary from everyone on the panel
Lighting talks, project sessions, problem/discussion sessions, and group work: are not recorded due to the large number of presenters involved.

Non-Workshop Related Activities:

Invited Talks and lecture series: will be recorded at the request of the program organizers, subject to the availability of IT staff and resources.
Public Lectures: are recorded, generally by Brown's media services in order to ensure a high-quality product intended for wide distribution. Restrictions or requirements for recording public lecture speakers should be made known at least 30 days in advance.
Graduate and Postdoc Seminars: will not be recorded unless otherwise approved by the ICERM director.
Problem Sessions and Working Sessions: will not be recorded unless otherwise approved by ICERM's director
All other events: will not be recorded by default. Requests for recording must come from the organizers at least 24 hours in advance and will be considered based on the availability of IT staff and resources and the potential scientific impact as determined by the directorate.

Live Streaming Policy

ICERM streams lectures live on the Internet via our website. If a speaker does not wish to have their presentation streamed they may OPT OUT via the form in Cube. They will be required to log in to their Cube account to do so. Presenters whose talks will be live-streamed are notified via email of their option to opt-out once ICERM staff schedules them for a published talk in Cube. For talks with more than one presenter, if any presenter opts out, the talk will not be streamed. Opt-outs should be submitted 24 hours prior to the scheduled time of the talk in order to ensure staff has ample time to process the request.

Specific information regarding different types of talks follows below:

Virtual lectures: will be live-streamed as a matter of course, due to the technology involved.
Tutorials: will be streamed on a case-by-case basis, as determined by the tutorial leader and the event organizers. The decision should be relayed to ICERM staff no later than 24 hours before the panel is scheduled.
Live streaming of public lectures: will be handled on a case-by-case basis, depending on logistical considerations, in consultation with the speaker.
Panels: are not live-streamed by default. Moderators for panel discussions should coordinate with panelists to decide whether or not to stream and relay the decision to ICERM staff no later than 24 hours before the panel is scheduled.
Seminars: will not be live-streamed unless specifically requested by the speaker. This request should be made to ICERM staff no later than 24 hours before the presentation
Lighting talks, project sessions, problem/discussion sessions, and group work: are not live-streamed due to the large number of presenters involved.