

# 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.

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Specific information regarding different types of talks follows below:

## During Workshop:

<b>Lectures/talks:</b> will be recorded, as detailed above.
<b>Tutorial Sessions:</b> will be recorded if they are live-streamed, or at the request of the program organizers in consultation with the speaker.
<b>Panel discussions:</b> 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
<b>Lighting talks, project sessions, problem/discussion sessions, and group work:</b> 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.

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