# Consent form for non-standard recordings – Digital Events

This form gives consent for Queen Mary University of London to use the video/audio recording of the person(s) named below for informational and/or publicity purposes as stated. It should be signed by the person(s) concerned or by an authorised Carer or Guardian on their behalf. In this instance ‘non-standard’ refers to recordings that are not part of formal academic programmes at Queen Mary University of London

|  |  |  |  |
| --- | --- | --- | --- |
| Full name and title of Presenter | | | |
| **xx** | | | |
| Contact address of Presenter | | | |
|  | | | |
| **Contact telephone no.** | **xx** | **E-mail address** | **xx** |

|  |  |  |  |
| --- | --- | --- | --- |
| Title of the event recorded: | | | |
|  | | | |
| **Date of recording:** | **xx** | **Venue/Location:** | **xx** |
| **Duration in minutes:** | **xx** | **Start time** | **xx** |

|  |  |  |  |
| --- | --- | --- | --- |
| Queen Mary Contact | | | |
| Note that a contact point within Queen Mary is required for any recording. For example in the case of a guest lecture, the lecturer is the Presenter, the organiser of the lecture is the Queen Mary contact. In some events, these may be one and the same person. | | | |
| **Name of QM contact:** | **xx** | **Email address of QM contact:** | **xx** |

|  |  |
| --- | --- |
| Formats of Recording | |
| We would like to record the following Planetary Health and International Health Policy presentation assignment to potentially be used in the following ways. Parts of the presentation will potentially be used in a documentary on planetary health engagement. The documentary will then be shown at documentary film festivals and made available for public engagement. If you are happy for us to do so, please delete as appropriate: | |
| **Audio-only podcast** - This is a recording of the audio from your presentation – this is recorded by default. This can be played on a desktop computer and/or a portable player (e.g. an iPod).  **I agree/do not agree.** |  |
| **Full Lecture Capture** - This is the preferred option and includes a video of the screen/broadcast (including any PowerPoint slides/images etc. shared via your computer), audio, video of speakers. This is played back in a full internet browser.  **I agree/do not agree.** |  |
| **Podcast** - This is a recording of the projector (typically PowerPoint slides) and the audio. This can be played on a desktop computer and/or a portable player (e.g. an iPod).  **I agree/do not agree.** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Purposes for which permission is requested / Means of Distribution | | | |
| To publish the recording for free public viewing via ***any*** media deemed appropriate by Queen Mary University of London (e.g. iTunesU, YouTube, etc.).  ‘By agreeing to be recorded, you are granting the use of the footage to be used by Queen Mary University of London for media publications and advertising. Queen Mary University of London will retain the rights to this footage.’ | | Yes  | No  |
| Editing and Transcripts | | | |
| Any edits or abridgements cannot be released without the written approval of the Presenter. If yes – all edits will be approved with the Presenter If no – the Presenter gives Queen Mary the right to carry out edits for simple purposes (e.g. highlights for promotional materials, editing to improve the quality of a recording, etc.) | | Yes  | No  |
| Publication of any transcript is subject to the Presenter’s separate written approval If yes – all transcripts will be approved with the Presenter If no – all transcripts will be directly copied word-for-word from published recordings | | Yes  | No  |
| Notes | | | |
| * Creation of any DVD or sale of any product or licensing for any commercial distribution is subject to the Presenter’s separate written approval. * This permission is non-exclusive. * The Presenter retains the underlying copyright to his own words in the speech and can use these in other media and retains all rights not explicitly granted to Queen Mary in this agreement. * Queen Mary is bound to provide a digital copy of these recordings to the Presenter within a reasonable time. * We will use the details you provide herein to contact you about anything on this form or your recording, which will include your personal data. For more information, including about rights, please see [www.qmul.ac.uk/privacy](http://www.qmul.ac.uk/privacy) | | | |
| Authorisation | **If a Carer or Guardian** | | |
| I give permission for the video/audio to be published and used by Queen Mary University of London as indicated above.  Signed    Date | If the signatory is not the person who has been recorded, please complete the following details:  Full Name (printed):  Relationship to subject: | | |