

RECORDING AND BROADCAST SUPPORT FOR IN-PERSON, REMOTE, AND HYBRID EVENTS.

Policy:

The YDS Office of Communications in cooperation with the campus A/V Media Coordinator's office provides limited support for recording and broadcast of approved campus events for archival purposes and to share events with targeted audiences and the public. Supported media formats are: offline video/audio recording, Zoom Meeting and Webinar, and Livestream.

Current classes and faculty are supported by the Poorvu center and are not considered for broadcast support unless they offer a special program open to public viewing. Worship events are generally not recorded or broadcast unless they are part of some other approved event and are open for public viewing. Events taking place at a location off the YDS campus are not supported.

Recurring yearly events such as opening convocation, graduation, convocation and reunions, and named lecture series take precedence over all other events for broadcast support.

For an event to be considered for recording or broadcast the following criteria must be met:

1. The event is coordinated by current YDS faculty, staff, or a recognized student organization.
2. The event is approved by the Dean's Office, Office of Academic Affairs, or the Office of Student Affairs depending on the person or group coordinating the event.
3. The event coordinator must request broadcast support from the Office of Communications a minimum of three weeks prior to the start of the event.
4. The event coordinator must demonstrate a need for recording or broadcast with the understanding that staff and equipment support is limited.
 - a. Coordinators are encouraged to schedule events during regular office hours avoiding weekends, holidays, and nights
 - b. Please note that fulfilling this protocol does not guarantee event support for recording/broadcast.

Alternative options:

If YDS support for event recording and broadcast is unavailable or unapproved, the Yale Broadcast Studio offers a range of options at various prices: <https://broadcast.yale.edu/services> Yale Conferences and Events also offer full event hosting: <https://conferencesandevents.yale.edu/>

Best Practices for choosing the right media format for an event

Events with remote speakers

- **Choose Zoom Meetings for:**
 - Events with a limited attendance, not open or advertised to the public.
 - An event intended to have face-to-face, dynamic audience interaction with the speakers and with each other in the audience.
 - All event participants (audience and speakers) are remote without hybrid attendance.

- Zoom events should use pre-registration options to avoid Zoom bombing.
 - Zoom meetings have a capacity of 300 attendees.
- **Choose Zoom Webinars for:**
 - Events that are open to the public that include remote speakers.
 - An event that includes an audience/speaker Q&A but no interaction between audience members.
 - All event participants (audience and speakers) are remote without any hybrid attendance.
 - Events that need greater security than Zoom Meetings.
 - Webinars should use pre-registration to avoid Zoom bombing.
 - Webinars have a capacity of 500 attendees.

Events with on-campus speakers

- **Choose offline recording of campus events for:**
 - When the speaker and audience are all in-person on campus.
 - An event with no need for a real-time public broadcast
 - Events to be recorded, edited, and later shared or posted online for public viewing.
- **Choose Livestream for:**
 - Events hosted on campus and are intended for live public viewing, but *not* intended for remote audience participation.
 - Events that need secure option for publicly broadcast and offer instant access to the event video when the event concludes.
 - The YDS Livestream account allows for an unlimited number of live viewers.
 - Livestream events require the most staff and equipment use so these events must be planned well in advance.

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