

Session Recording Basics

Recording Policy

- Unless notified otherwise in advance of the program, all sessions will be recorded and picture-in-picture video recording synced to the sessions' PowerPoints will be made available to all workshop attendees on our online materials platform.¹ These recordings will also be available for purchase by NACUA members.
- NACUA asks that all presenters, including moderators, complete a Participant Release form.

Tips for your Best Possible Recording

- All speakers should be sure to speak clearly and directly into the microphone, regardless of the room or audience size.
 - All rooms will come equipped with a wired table microphone. If you require a wireless mic, you must confirm with NACUA staff prior to the workshop or we may be unable to accommodate your request.
- Moderators
 - At the beginning of the session, announce the session by name and introduce the speakers
 - Encourage questions and ask audience members posing questions to use the aisle microphone. If the microphone is not used, repeat the question to ensure it has been heard by all audience members and will be captured on the session recording.

¹ This Recording Policy does not apply to the General Counsel Institute.