

## PO'S CHECK-LIST FOR RECORDED SESSIONS:

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| 1 | <p>a) If it is an unique event, in order to assure the technical quality for the recording, <b>please alert the ICT department 2 weeks before the session.</b></p> <p>b) If the event is a recurrent one, please proceed directly with the recording process.</p>  |
| 2 | <p>Make sure that the <b>speakers have consented to the video and audio recording</b>, namely that the document included in <b>Appendix 1 of the Guidelines</b> has been:</p> <ol style="list-style-type: none"> <li>1. <b>shared with the speakers by e-mail</b> and</li> <li>2. that <b>the speakers replied</b> to the e-mail <b>indicating explicitly</b> that             <ol style="list-style-type: none"> <li>a. they have <b>read and understood</b> the email</li> <li>b. and <b>agree with the collection of their data</b>, as described in the document.</li> </ol> </li> </ol> |
| 3 | <p>The <b>attendees</b>, had been informed <b>prior to recording</b>:</p> <ol style="list-style-type: none"> <li>1. that the <b>meeting will be recorded</b></li> <li>2. that <b>they are not allowed to use any tools to record</b> the event themselves;</li> </ol> <p>This notice needs to be included:</p> <ul style="list-style-type: none"> <li>• In the EIPA's registration platform (done by default by the Marketing and Comm department)</li> <li>• As a reminder, in the confirmation email sent to accepted participants (to be done by POs)</li> </ul>                          |
| 4 | <p>Double check that the Platforms account is set <b>to only record presentation and speaker</b>; <b>Q&amp;A sessions will not be recorded</b> (please check the Internal Process Recordings under <a href="https://eipa.sharepoint.com/sites/InternalBroadcastingSite/SiteAssets/SitePages/DPO-Documents/1153682931Internal%20Process%20for%20Recordings.pdf">https://eipa.sharepoint.com/sites/InternalBroadcastingSite/SiteAssets/SitePages/DPO-Documents/1153682931Internal%20Process%20for%20Recordings.pdf</a> for more information)</p>   |
| 5 | <p>To record the session: Press the recording and <b>select the "Cloud recording" option</b>. To end the recording, press the button again after the recorded segment has concluded.</p>   |
| 6 | <p>After the session has concluded: <b>Inform ICT that a cloud recording has been completed.</b></p>   |
| 7 | <p>The ICT team will send you a link to the final video, to be uploaded either to Moodle or to the EIPA YouTube channel.</p> <p><b>The link to the final video cannot be shared with externals per se. Only the links to Moodle and / or YouTube can be shared.</b></p>  |