

RECORDING NOTICE



Planned video production:

Date: _____ Start: _____ End: _____

Delivery:

- ☐ live stream;
☐ recording () same day, () later: _____

Target Audience:

- ☐ SUSE internal only (e.g. streaming.nue.suse.com)
☐ invited audience (e.g. anyone with a link)
☐ public (e.g. blip.tv/opensusetv, youtube.com/opensusetv)

SUSE and the video team provide this service in order make this presentation available for remote audience and later viewing. To achieve a helpful and non-infringing recording, we ask for a common understanding about a few items amongst speakers, audience, and video team before we start:

- Please note the location of the cameras, so that you can make yourself visible while speaking and avoid disturbances otherwise.
- Please use a microphone. Step forward or wait until the microphone is brought to you. If this is not feasible, please help (as a speaker) by repeating the question or comment.
- If you notice any difficulties, please notify the video team or offer help.

Relating to German law (in particular Bundesdatenschutzgesetz, KunstUrhG):

- By entering the room you acknowledge that your image and voice are on video.
- By entering the room **you are declaring your consent that this video can be used** as specified above, in particular that the video can be distributed and published in the described way.
- URLs of recordings (and live streams) are announced per email or sent upon request. The decision about the Target Audience to which the videos shall be distributed is made in consideration of possible Confidential or other business interests of SUSE. Therefore it is forbidden to redistribute the video outside the Target Audience.

Please contact the video team or Jürgen Weigert <jw@suse.de>, +49-173-5876976 for extra arrangements or questions. We welcome volunteers and are happy to exchange know-how, especially with guests from other locations or organisations.

Video Team Instructions

The video team operates a complex technical setup, and strives to bring a benefit to the presentation. But above all, we respect wishes and special precautions from speaker and members of the audience.

The presenter(s) are always asked first, if we should record or stream at all. We need to have explicit written consent from all presenters, before we start.

Also, we accept (for example)

- instructions which parts to record or exclude (presentation, Q&A-session, lunch-break, panel discussion, workshop, demonstration, movie show).
- define upon request an off-camera area by limiting movement or zoom operations of the main camera(s) or by switching off fixed cameras.
- a limitation in availability. I.e. we'll remove recordings upon request or make sure recordings will be removed at a specific date in the future.

The video team is responsible for making the rules of the Recording Notice known and assert a common agreement with speakers and audience. Notices shall be prominently placed on all doors and be attached to all invitation emails.

If there is reason to assume that people have missed the Recording Notice, a member of the team will step forward (before the recording starts) and ask if everybody is aware of and okay with the planned recording.

According to German law, we need everybody's agreement, to appear or be heard on a video recording or live transmission.

If requests are not compatible or cannot be agreed on, we have a decision to make:

- A)** stop individuals from entering the room
e.g. by kindly referring them to the video URLs
or
- B)** stop the video.

All members of the video team (including short term volunteers) should be able to handle or redirect requests and questions properly. Do not engage in discussions while operating equipment. Redirect to free team members or refer to the contact written on the Recording Notice.