

Authorisation for Making and Distributing Recordings of Special Events

This form comprises a binding legal agreement between the person named in the Schedule (referred to in the form as "I") and the University of Otago ("the University") in connection with the audio, photographic and/or video recording of a Special Event, and the Distribution of such recordings.

This form should not be used in relation to the recordings of staff of the University in teaching situations, for which the form "Authorisation for recording and distribution of lectures" should be used.

When completed, please submit this form to the ITS Helpdesk

I hereby agree to the audio, photographic and/or video recording by, or on behalf of the University of Otago, of the Special Event described in the Schedule.

I further agree to the distribution of such recordings by any technology to:

- (a) all students validly enrolled in courses of study relevant to the Special Event, solely for their own educational purposes; or
- (b) to such persons as the University considers appropriate, including web and/or other public distribution (public distribution).

(Delete as appropriate. If none deleted, (b) will apply)

In respect of distribution to persons identified in (a) above, any material or resources in which I do not hold copyright and which are displayed or otherwise used during the event are covered by the terms of the University's copyright licences, or permission for such use has been separately obtained from the copyright holder.

In respect of distribution in accordance with option (b) I agree to provide all reasonable assistance to the University to enable it to identify any copyright issues which may arise from such distribution, and I warrant that any information I provide in that regard will be complete and accurate.

I acknowledge:

- (a) that the University shall be the exclusive owner of all such recordings, and the copyright in them, and that I am not entitled to any payment or other compensation in respect of the use of my image or information by the University; and
- (b) that I have no right of advance inspection or approval of any material or format in which my image, or information about me, will appear.

I authorise the University to use recordings of myself, together with my name and general information relevant to my association with the University, for promotional and administrative purposes connected with the University, and for other similar purposes including public distribution.

I understand that I have the right (by advising the Registrar of the University in writing) to require the University to cease using my image and information for the purposes described above, provided that the University may continue using my image and information until a reasonable period of time as required for replacement material to be produced.



Description of Special Event

(give sufficient description of event including time and place of delivery/performance)

Name of Person Presenting Event

Signature _____

Address _____

Phone _____

Cellphone _____

Email _____

Date _____

Head of Department/Manager Authorisation

Signature _____

Name _____

Date _____

PVC Representative/Director

Signature _____

Name _____

Date _____

PVC International (where applicable)

Signature _____

Name _____

Date _____