



Centre for Continuing Health Professional Education
Faculty of Medicine, McGill University

GUIDELINES FOR WEB VIDEO RECORDING AND LIVE STREAMING

Presenter

1. The presenter retains ownership of his/her presentation and licenses its use on the McGill CCHPE web site as detailed in the CCHPE Web license agreement. This license allows McGill to place the presentation on the McGill web site and to publicize and promote same.
2. The presenter will be advised that McGill wishes to record/live stream his/her presentation (usually done by the conference organizer) and he/she must sign the license agreement.

Material Presented

1. The material presented including graphs, images, text, movies and sound clips should be the property of the presenter.
2. Material that is not owned by the presenter must be fully referenced and permissions obtained if required (e.g. commercial cartoons, movies etc). The presenter is encouraged to avoid such material. Material from other sources if not fully reference will not be used for the Web version.
3. The mode of presentation preferred is PowerPoint presentation.
4. The PowerPoint presentation should be e-mailed as an attachment to McGill CCHPE (cmespecialevents.med@mcgill.ca) by the deadline date.

Review process

1. The presentation will be placed on the McGill server.
2. The presenter will be notified when the presentation is archived on our web-site.
3. The presenter is expected to review the presentation to ensure the accuracy of titles and content.

Audience

1. The audience will be recorded in audio only.
2. The audience will not be video taped.
3. An audience participant can choose to identify him/her self at the time of a comment or question.
4. An audience participant can request to have his/her comments or suggestions edited out of the Web version of the presentation. McGill CCHPE will attempt to retain all comments and questions, but reserves the right to edit out inappropriate comments or questions or those of poor technical quality.