



Requisition Form for Scheduling of Livestreaming on JNCASR YouTube Channel

(Form B: for Endowment/Special Lectures or Invited Talks)

1. Name of the requester:
2. Designation:
3. Event name:
4. Date and time of the livestreaming: **Date:** -- / -- / ---- **Time:** ---- HRS
5. Consent of Livestreaming received from the speakers: Yes / No

For seeking consent from speakers, the draft email is given as Annex. 1 of this form.. (copy of the consent letter(s)/emails received from the speaker(s) to be enclosed along with this form during submission)

6. Consent on copyright compliance received from speaker(s): Yes / No

(Kindly note that this form is considered valid only after selecting "Yes" on sl. no. 5 & 6)

7. Streaming to be live for:

☐ Public view **OR** ☐ Viewing by select group

7. Date and time of the mock test, if any: **Date:** -- / -- / ---- **Time:** ---- HRS

8. Recording to be kept accessible on the Channel:

☐ Forever **OR** ☐ For a specific period:
Date from -- / -- / ---- **to** -- / -- / ----

9. Viewing rights for the recorded livestreamed video:

☐ for public view **OR** ☐ Limited to select group

Place:

(signature)

Date:

Name:

Designation:

Note:

- To ensure that all speakers of the event submit an ***Undertaking for Copyright Compliance*** (annex. 1) for appropriate reuse of copyrighted content in their respective digital presentations during YouTube livestreaming;
- To ensure that background music if played during the livestreaming should be a license free or purchased copy for public events. Support team for audio/visual management may be sensitized in this regard.
- To ensure a mock test on YouTube one day prior to the event to optimize the audio visual clarity during the livestreaming;
- Any violation of copyright compliance will lead blockage of JNCASR YouTube channel on the public domain. Any such video will be removed for the restoration of the channel on public domain.

For office use:

Forwarded by:

Approved by:

(Sr. Library cum Information Officer)

(Administrative Officer, JNCASR)

Checklist:

- ☐ -- / -- / ---- date of streaming of livestreaming scheduling and confirmation to the requester
- ☐ -- / -- / ---- date of mock test
- ☐ -- / -- / ---- date of final video editing

Annexure 1: Email draft to seek confirmation of copyright compliance from the invited speakers of JNCASR Endowment/Special Lectures/Conferences

Dear Prof./Dr.,

Your kind confirmation is solicited for broadcasting your talk live on JNCASR YouTube channel during(*add event name*)..... scheduled on(*add date and time*).....

For the livestreaming of your talk on YouTube, you or your assistant may ensure compliance of copyright regulations applicable for the reuse of copyrighted content in your digital presentation during YouTube livestreaming.

Look forward to your earliest confirmation.

Thanking you,

Sincerely,

(Your name)