

## **2 Recording permissions required**

This will go out with link to meetings: (by Admin)

Dear LLINOVA Zoom/hybrid attendee: As an added value to our membership, the subject's presentation will be recorded and then uploaded to the LLINOVA members only website section. It will be available for viewing for 2-4 weeks maximum. For those members on Zoom, If you do not wish to be recorded, please keep yourself muted and turn off your camera. You may also wish to change your identifier to "anonymous."

**Coordinator need to send this to their speakers at least 2-3 weeks before class:**

Dear LLINOVA presenter: Thank you for participating in our continuing education program for senior adults. As an added value to our members we would like to record your presentation and then post it in our members only portion of our website. This will allow those who wish to review your presentation or those members who were unable to attend to benefit from your class. Please respond to this email that you agree to be recorded. If you do not want to be recorded, please respond to this email indicating "NO RECORDING ALLOWED"  
Thank you.