

## H1N1 Emergency Video Capture

- All requests must be made by a faculty member to Media Services online at: <http://www.hks.harvard.edu/studioksg/requests.htm>  
(No guarantee unless 12hrs advance warning provided)
- Please indicate in the Comment Box that this request was made due to the H1N1 virus.
- Media Services will set up and test all equipment prior to the start of class.
- The CA will be responsible for starting and stopping the recording.
- Do not remove the file, Media Services will pick up the file.
- Media Services will post the files within 12hrs after the class has ended.
- For any questions or problem, please call x5-0493.

## Live Meeting

- All requests must be made by a faculty member to Media Services online at: <http://www.hks.harvard.edu/studioksg/requests.htm>  
(No guarantee unless 12hrs advance warning provided)
- Please indicate in the Comment Box that this request was made due to the H1N1 virus.
- The faculty will receive an Email from Media Services with instructions on how to access the meeting. The conference phone number will be included in the Email.
- For any questions or problem, please call x5-0493.