

UPMC Center for Continuing Education in the Health Science (CCEHS)
Guidance on Recorded Content for Regularly Scheduled Series

Please review the following information **PRIOR TO** recording content.

All UPMC staff members MUST comply with the UPMC Electronic Meeting Recording Policy, Electronic Meeting Recording Compliance (Infonet).

How does the policy apply to continuing education?

It is important to understand that the Electronic Meeting Recording Policy is not specific to continuing education content. Said differently, continuing education content is only applicable if it is consistent with the definition of an Electronic Meeting as defined below.

An Electronic Meeting is defined as a real-time conversation or collaboration that includes electronic communication between two or more of the participants. In general, continuing education involving prepared educational content (i.e., a lecture) presented to an audience **WITHOUT** communication between two or more of the participants (i.e., a traditional lecture) is not applicable to the UPMC Electronic Meeting Recording Policy.

IMPORTANT:

If the prepared educational content includes the opportunity for spontaneous communication between two or more of the participants (e.g., question and answer session, open mic), the UPMC Electronic Meeting Recording Policy is applicable, and you must comply with the provisions. For this reason, do not record question-and-answer sessions, and, as a best practice, mute all microphones to eliminate the opportunity for spontaneous interactions.

PLEASE READ! The CCEHS does not have oversight of this policy. If you have any questions about compliance with the Electronic Meeting Recording Policy, please contact your manager or the UPMC Legal Department.

