**How to use the text-only, standard Caltech recording release**

Please update the **bold text** for your course, seminar, event, etc. and paste it in the body text of your email, instead of attaching this file to an email.

By CCing [amt@caltech.edu](mailto:amt@caltech.edu) when emailing the speaker, AMT will keep a record of the obtained permission.

Thank you! – Caltech Academic Media Technologies

---

Dear <**speaker’s name**>,

Caltech would like to record your participation in an event. If you agree to the recording release below, please **reply all with YES** in the body of the email.

**Caltech Authorization to Record and Copyright Permission**

I acknowledge and consent the California Institute of Technology (Caltech) making recordings of my participation in **<event title>** on **<date>.** I understand that Caltech may display and/or broadcast all or excerpts of this recording in any media for non-commercial, academic research and other scholarly, information, or educational purposes, and grant Caltech the irrevocable, nonexclusive, royalty-free worldwide right to do so. I have the ability to make this grant for my presentation or interview.

As to any copyrighted material I may use in my participation in recordings, I warrant that I have permission to use those materials and to allow Caltech to display and/broadcast these recordings in any media for those non-commercial, education purposes.