**Title change**: Recording Options for Fall 2021

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Hello. Its Renee with the Audio Team. I'd like to talk to you about your **recording options** with CTL as we move into the fall.

We have been recording remotely since March of 2020, but as the school prepares for a safe return to campus, the Center for Teaching and Learning, is also preparing to welcome faculty back to our onsite studios at the CTL 2021 Rowhouse and in the basement of the school. We have learned several things working with faculty, staff, and guest speakers during the pandemic period and this include the benefits of remote recordings when supported with the right technology and equipment. We will continue to offer **remote** recordings for faculty and guest speakers, in addition to our onsite recordings. We believe this **approach** will be a positive experience for all.

We are in the process of adjusting our online scheduling system to include these recording options. In the meantime, be sure to work with your Instructional Designer and the Audio Team to find the **recording option** that works best for you.

**Remote or Onsite**, you will be fully supported by an Audio Producer during the recording session. For Zoom remote recordings we will continue to offer loaner microphones for better sound. Let us know if you need equipment for your next recording session. For onsite recording, we ask that you follow the school vaccination guidelines. Onsite recordings will be in our safe/comfortable isolated Vocal Booth or Whisper Room. We're keeping current with university guidance on masking and will communicate any requirements to you before your scheduled sessions.

We realize this is a period of readjustment and we will continue to work with you to find the best solution for your circumstances.

As always, we look forward to working with you and making your lecture the best it can be!