

Request to Record or Broadcast an MAA Event

Date of the event:_____ Location:_____

Description of event (for example keynote lecture at Section Meeting, workshop sponsored by MAA PREP program, SIGMAA business meeting):

Presenter(s):

Event chair or organizer:

Attach permissions, in writing, with signatures or email return address, of all presenter(s) and organizers.

Describe the recording. Who will be doing the recording? What is the nature or medium of the recording? What will be done with the recorded materials, such as editing or transcription? Who is responsible for editing, copying, transcription, and distribution of the event recording?

Intended use of recorded materials. Describe the audience. Describe how many copies will be made. Describe the method of distribution, broadcast, or dissemination. Will there be a charge to recipients?

Requested by:

Name: _____

Affiliation: _____

Address: _____

Telephone, email address, and fax number: _____

Role in event: _____

I hereby approve this request to record/disseminate the event as described and modified below.

Modifications to request:

Michael Pearson
MAA Executive Director

Date

Mail, Email, or Fax to:

Mathematical Association of America
1529 Eighteenth Street, NW
Washington, DC 20036
Fax to 202-387-5948
meetings@maa.org