

Association of College and University Auditors

PHOTOGRAPH AND FILM ACCEPTABLE USE POLICY

Acceptable Use of Photographs and Film

It is the intent of ACUA to respect the wishes and privacy of exhibitors, speakers, and attendees in regards to the use of photographs and film. Conference attendees will be asked to acknowledge that photographs and film will be taken during conferences and ACUA sponsored events which may be published in the *College and University Auditor Journal*, on the ACUA website, or on ACUA's social media sites when they register for an ACUA conference as part of the registration process. Attendees and exhibitors who do not wish to be photographed or filmed in a general setting will need to contact the ACUA Executive Director prior to the event. ACUA requires all those that attend to adhere to following the Photograph and Film Acceptable Use Policy. Publication of photographs and film of the Association's conference and exhibits are *prohibited* unless approved in writing by the ACUA Board prior to publication.

Definitions

- ***Filming*** is intended to include the recording of image, sound or both on film or digital media using a movie camera.
- ***Photographer*** includes any individual (including conference attendees) actively engaged in capturing an image, sound or both by mechanical or digital means such as, but not limited to by 35 millimeter camera, digital camera, cell phone camera, disposable camera, video camera, tape recorder, etc. for any purpose.
- ***Photography*** is intended to include the capturing or recording of an image, sound or both by mechanical or digital means, such as, but not limited to by 35 millimeter camera, digital camera, cell phone camera, disposable camera, video camera, tape recorder or other recording device.
- ***Publication*** is used to refer to reproduction or dissemination for sale of distribution by mechanical or electronic means, including, but not limited to books, magazines, newsletters, newspapers, cards, posters, videos, CDs, or websites.
- ***Social Media*** is used to disseminate photos and short video through ACUA's official social media outlets.

Conference Sessions

FILMING is *not* permitted during technical sessions and presentations unless consent is obtained on the speaker agreement form; however, photography is permitted with approval from all presenter(s), facilitator(s), and/or panelist(s).

Conference speakers are asked whether they agree to their session being recorded in their Speaker Agreement forms and told their session may be distributed via audio or video via the ACUA website or other means to individuals seeking continuing education that were not able to attend the conference. Photographers should check with ACUA's management firm prior to the conference to identify speakers who did not agree to their session being recorded.

Exhibitors

Photographers should not photograph or film a booth without securing the cooperation of the management of the booth being photographed. All preferences expressed by an individual booth manager should be respected.

Photography or video is not permitted on the exhibit hall floor outside of exhibition hours. Exemptions from the prohibition for off-hours photography/filming are limited to the official vendor/exhibitors who film only in their own booth/display.

ACUA Sponsored Social, Networking or Meal Functions

Only conference attendees and/or ACUA's designated event photographer are permitted to engage in photography during ACUA sponsored social, networking or meal functions. Conference attendees acknowledge that photographs and periodic filming may be taken at such ACUA sponsored events and may be published in the *College and University Auditor* Journal, on the ACUA website, or on ACUA's social media sites when they register for ACUA conferences as part of the registration process.

Violators of the ACUA [Photograph and Film Acceptable Use](#) policy may be asked to leave the conference and provide all unauthorized photographic and filming materials to ACUA.

Inquiries and questions should be directed to the following:

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