

# LEARNING AND TEACHING CENTRE



## iLecture Booking Form

Sign the copyright declaration below and send this form to, iLecture, LTC

**Internal mail:** iLecture Bookings, LTC **In person:** C7A 118

### Copyright Declaration

I confirm that I will comply with Macquarie University's "iLecture guidelines" at [www.copyright.mq.edu.au/ilecture](http://www.copyright.mq.edu.au/ilecture).

As the coordinator/convenor of this unit, I will accept copyright responsibility for guest lecturers presenting this unit.

Please note that the service of editing copyright material from audio presentations, previously provided by AVTS, is not available with iLecture.

**All lectures will be removed from the online facility at the end of the current semester.**

<b>Signature</b>		<b>Date</b>	
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### Unit Coordinator Details

<b>LastName</b>		<b>Other names</b>	
<b>Staff number</b>		<b>Phone no.</b>	
<b>Email</b>			
<b>Department</b>			

### Unit Details

<b>Unit Name</b>			
<b>Unit Code</b>			
	<b>Duration</b>	<b>Delivered via</b>	
	<input type="checkbox"/> Semester 1	<input type="checkbox"/> Existing WebCT Unit	<b>Unit code</b>
	<input type="checkbox"/> Semester 2	<input type="checkbox"/> New WebCT Unit	
	<input type="checkbox"/> Internal		
	<input type="checkbox"/> External / COE		

### Lecture Series Details

<b>Bldg</b>	<b>Venue</b> <b>Room</b>	<b>Day of week</b>	<b>Start time</b>	<b>Finish time</b>

### Single Events

<b>Bldg</b>	<b>Venue</b> <b>Room</b>	<b>Date</b>	<b>Start time</b>	<b>Finish time</b>

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### Studio Recordings

If recorded weekly, indicate time and number of hours per week.	Date	Start time	Finish time
If irregular, state approximate time and number of recordings.	Date	Start time	Finish time

### Special Notes


To apply for an account to use the iLecture Staff Tool, please complete the iLecture Account Request form and send it to, iLecture LTC

For assistance with iLecture Bookings please contact AVTS:

**Phone:** 9850 7571

**Email:** [ilectures@mq.edu.au](mailto:ilectures@mq.edu.au)

**NB:** Any changes/cancellations to iLecture bookings will only be accepted in writing (email is acceptable).

For more information about iLecture: [ilectures@mq.edu.au](mailto:ilectures@mq.edu.au)

### OFFICE USE

AV Reference no.	Date received
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	Booked in	Verified
Name		
Date		
icode		

### Notes
