Checklist for streaming a seminar from BML to CMSI*

The BML Lecture Hall can livestream a seminar to CMSI.
- All of the seminars in the “BML Seminar Series” are livestreamed to CMSI.
- Sudden Seminars are not livestreamed.
- Exit seminars can be livestreamed – but you should get approvals as early as possible.

To livestream an exit seminar, you need to:

Get Approvals

1. Request to reserve the BML lecture hall by e-mailing Albert Carranza (alcarranza@ucdavis.edu).
2. Request a livestream from BML IT (bmlithelp@ucdavis.edu). Provide the event date & time, and speaker name.
3. Request use of the CMSI conference room by checking the calendar here and, if it is available, e-mailing cmsi@ucdavis.edu to make a reservation.
4. Return a copy of the speaker’s signed “consent to record” form to both Laura Sawyer and bmlithelp@ucdavis.edu.

All four approvals must be in place to proceed.

Coordinate Logistics

1. Designate a point person to open, clean up, and close the CMSI conference room for the seminar and have them review and agree to our room use policies. The room can never be left unattended. CMSI staff are not available to do this. We suggest reaching out to a graduate student or committee member. If your designee does not know the room access code, have them reach out to cmsi@ucdavis.edu.
2. Set a time to meet BML IT support in the lecture hall 30 minutes prior to your seminar. You will test your presentation and IT will begin the livestream.
3. Designate a person to set up and test the A/V in the CMSI conference room in the 15 minutes prior to the seminar starting. You may reach out directly to CMSI IT support, Ken Tran (kentran@ucdavis.edu) to do the setup, or any other person who is comfortable using the system (there are directions in the room).
4. Send an e-mail to your designee and BML IT (bmlithelp@ucdavis.edu) to connect them. BML IT will send the YouTube livestream link to the operator 15-30 minutes prior to the seminar.

*At this time, we do not have the capability of streaming exit seminars from CMSI to BML.