

Recording a Video Conference

It's as easy as 1-2-3!

1. Print a copy of the "Permission to Record" release form. The session presenter should read through and sign the form. Fax the completed release document to: 306.956.2328.
2. Contact Claire Macsymic, the SVCN Coordinator at 306.975.4682 or Claire.Macsymic@canadabusiness.sk.ca to arrange the recording function on your video conference. Please give Claire at least 24 hours notice of your request to record.
3. Telemerge will send you the link to view your recorded sessions within 5 working days.

