# Release Form for Meeting Participants

## Instructions

Completion of this Release Form is required when recording speakers and participating audience members at a meeting. If audience members are not known before they speak, efforts should be made to have them sign the Release Form before they leave the room.

Print one form for each speaker and one each for the expected number of attendees. If you expect walk-ins, such as at a town hall or other meeting that opens the floor to questions and comments, print extra copies.

## Release Form for Meeting Participants

I do hereby authorize AHRQ, assignees, successors, and those acting pursuant to its authority to:

1. Record my participation and appearance at this meeting on videotape, audiotape, film, or photograph, on a real or digital or other medium.
2. Use my name, likeness, voice, and biographical material in connection with or promotion of these recordings.
3. Exhibit, broadcast, webcast, store and forward, copy, edit, and/or distribute such recording in whole or in part without restriction or limitation for any educational, commercial, or promotional purpose that AHRQ, assignees, successors, and those acting pursuant to its authority, deem appropriate.
4. No royalties, compensation, or residuals will be paid.
5. I hereby waive any right to inspect and approve the rough cut, promotional, or finished product.

Name:

Address:

Phone Number:

Email:

Signature: