**Photography and/or filming will take place in this area between 9:00 and 13:00 on 15 January 2020.**

**The photographs and films will be used by the University of Cambridge for the purpose of promoting its activities, such uses including but not limited to print and online publication and broadcast, e.g. in University websites and social media such as YouTube, Facebook and Twitter.**

**If you do not wish to appear in the photographs or films, please avoid this area at the times given above.**

**Thank you for your co-operation.**

**Name:**

**Title:**

**Organising Department [of event or activity]:**

**Contact details:**

**PRINTED WARNING**

An example of a printed warning to be adapted for use in a programme or other printed material for an event or activity where photography and/or filming may take place:

Please be aware that a photographer and filming team from or commissioned by the University of Cambridge will be taking photographs and filming the [***event or activity***]. The photographs and films may be published, transmitted or broadcast in official University publications and in University publicity materials included in University and others’ websites and social media.

Should you have queries, please contact the event organiser [***name, title and Department***] at [***contact details***].