UBC Recording Spaces Request Form

Please note that all fields are mandatory

Full Name:

UBC Email:

Course code & Section ID:

Number of additional Attendees, N/A if not applicable:

I acknowledge that no students will be present during my booking:

This will be a:

Livestream: Broadcast a class live. Students can watch in real-time via a web-browser, without direct interaction with the instructor or each other. A side-by-side shot of the instructor camera and presentation content (from a laptop, lectern PC or document camera) will be streamed and also recorded for later viewing on-demand.

Recording: Record a class for viewing on-demand at a later time. Unlike livestreaming, students are unable to watch live in real-time. A side-by-side shot of the instructor camera and presentation content (from a laptop, lectern PC or document camera) will be captured.

Days Required: *Please hold Ctrl to select multiple days

Start Time: End Time:

Bookings can be scheduled during set time intervals only between 9 am-5 pm

Start Date: End Date:

Preferred Building:

o List of available rooms can be found here
https://learningspaces.ubc.ca/recording-and-livestreaming-classrooms

o Please note that availability is limited and scheduled at a first-come -first-serve bases. If your preferred location is not available, our office will assign an alternative location for your request.

Please email completed form to Scheduling Services at room.bookings@ubc.ca