



Terms of Use for Staff and Students at Soc&kom for the Use of the Studio

As a member of staff or a student at Soc&kom, you can book and use the university's audiovisual studio free of charge. The studio can be used to create content for Studio Soc&kom, which is the overarching name for Soc&kom's official podcasts and videos. It can also be used to produce teaching materials, conduct research, or for other purposes.

The service includes:

- Technician during recording
- Basic audio mixing
- Basic editing: trimming the beginning and end and any retakes
- General quality control
- Delivery of the file via filesender.funet.fi to the provided email address
- Assistance with content publication
- Promotion of the content

The studio may not be used

- for illegal purposes
- for purposes that violate the university's values or good conduct
- for partisan political or religious purposes
- for activities that directly compete with the university
- for commercial purposes..

If you violate these rules, the university may request the removal of content produced in the studio. The university reserves the right to decline your booking request.

Please note that the person making the studio booking is responsible for all participants involved in the recording.



Content for Studio Soc&kom

If you wish to create content for Studio Soc&kom, you must first contact the Chair of the Committee for Public Engagement, Jenny Stenberg-Sirén (jenny.stenberg-siren@helsinki.fi). Explain your idea, the type of production you intend to create, the potential number of episodes, and your desired publication timeline. Only after this step should you book recording time in the studio.

Please note that content on Studio Soc&kom must meet accessibility requirements. This means that podcasts must be transcribed, and videos must be subtitled. The university has certain resources for this, and transcription can be ordered from an external party. The production team is responsible for ordering the transcriptions, while the requester is responsible for proofreading the transcription.

Productions for Studio Soc&kom are promoted through Soc&kom's external communication channels, and therefore images taken during the recording are needed for the website and social media. The production team can assist with photography.

For productions for Studio Soc&kom, you will receive help with editing, but it is important to plan the content carefully so that no extensive post-production is needed.

Once the content is ready, you will receive assistance with the publication and promotion of the material. Mats Söderman (mats.soderman@helsinki.fi) is responsible for the technical aspects.

The service includes:

- Technician during recording
- Basic audio mixing
- Basic editing: trimming the beginning and end and any retakes
- General quality control
- Delivery of the file via filesender.funet.fi to the provided email address
- Assistance with content publication
- Promotion of the content

Please note! Soc&kom is not responsible for the content; that responsibility lies with you (the person booking the studio/being responsible for the production). You retain ownership of the content.

Use of the Studio for Teaching or Research



You can also book the studio to create teaching materials or for recording for your research, such as presentations or interviews with informants.

If you are creating teaching materials or recording for your research, you can receive assistance with basic editing, but you are responsible for any extensive post-production. You are also responsible for any potential publication of the content.

The service includes

- Technician during recording
- Basic audio mixing
- Basic editing: trimming the beginning and end and any retakes
- General quality control
- Delivery of the file via filesender.funet.fi to the provided email address

Please note! Soc&kom only provides the technical resources needed for production but is not responsible for the products or content planning. Mats Söderman (mats.soderman@helsinki.fi) is responsible for the technical aspects.

Use of the Studio for Other Purposes

You can also book the studio for other recordings not included in the categories above. However, please refer to the list of restrictions at the top of the page! In these cases, you are responsible for planning, content, editing, and any potential publication of the material.

The service includes

- Technician during recording
- Basic audio mixing
- Delivery of the file via filesender.funet.fi to the provided email address

Please note! Soc&kom only provides the technical resources needed for production but is not responsible for the products or content planning. Mats Söderman (mats.soderman@helsinki.fi) is responsible for the technical aspects.



CONTACT INFORMATION

More information about the studio and bookings can be found on the website www.studiosockom.fi.

Jenny Stenberg-Sirén, Chair of the Committee for Public Engagement
jenny.stenberg-siren@helsinki.fi

Mats Söderman, Planning Officer (Digital Development & AV-tuition)
mats.soderman@helsinki.fi

Tfn +358 504 073 065

You can reach the entire team at studiosockom@gmail.com