How to send additional resources or event recordings

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If your event is advertised as being recorded, it is the responsibility of the session lead to share the recording, along with any related presentation materials, worksheets, handouts, or slide decks, with Central following the event. Please ensure all materials are submitted promptly so they can be distributed appropriately and retained as needed before any automated deletion occurs.

1. Email events@hbanet.org with the link and date of your event.

2. Attach any **additional resources** you or your speaker(s) wish to share with the event registrants. Please be sure they are in **PDF format**. HBA staff can email additional resources prior to the event or post-event.

- Additional resources can be worksheets, workbooks, pre-reads, articles on a website, etc.
- Please ensure that any resources referenced during the session, whether shared in person or virtually, are also provided to us. This is especially important if speakers mention additional materials the event is recorded and we share recordings, as registrants may expect access to those resources afterward. If speakers reference supplementary content, please either:
    - Obtain the materials in advance and have them available for us to share with attendees, or
    - Confirm to HBA Staff that no additional resources are being distributed and were only available for purposes for the live call only.

3. If you wish to share the **event recording** after your event has taken place, email events@hbanet.org and include the link of the recording from zoom.

- When logged into the Zoom account, go to "Recordings"
- Find the recording from your event and click "Share"
- This will generate a sharable link. Please be sure downloads are enabled.
- If there is a passcode, please include the passcode in your email along with the link.

4. If you need to edit the recording, please feel free to do so. If you're unable to transmit through Zoom, please feel free to use a google drive link or another dropbox file transfer method.

5. Lastly, if you wish to share slides from the presentation, be sure to save the slides in **PDF format** and send these as an attachment to events@hbanet.org. Again, please be sure to include the title and date of your event, so we can match it to the appropriate event.

6. HBA Staff will email the additional resources/recordings to all event registrants within 5 business days.

To help manage Zoom storage capacity, all Zoom recordings are set to automatically delete after 180 days. Components and Member Networks will receive a reminder notification 30 days prior to deletion.

For questions, please contact events@hbanet.org.