

## MIT and Koch Requirements:

To film at MIT request approval from the MIT News Office: Sarah McDonnell, Deputy Director, Media Relations, MIT News Office. Office: 617-253-8923; Email: [s\\_mcd@mit.edu](mailto:s_mcd@mit.edu).

- Before making arrangements, note that MIT Media Relations, as a general policy, does not allow the Institute to be used as a location for filming that is unrelated to the people/work being done at MIT.
- **Prior to** any photography or filming in the Koch Institute (Building 76, 500 Main Street), please submit the “[Filming/Photoshoot Notification Form](#)” found on Inside KI under Departments/Building & Operations. The form includes important **consent, notification and safety guidance** to review and abide by. The form goes to multiple parties in HQ and EDO, and we will reach out to you if we have any questions or if permissions from other offices at MIT must be obtained.
- Outside film crews need to have their shoots approved by MIT Media Relations (non-commercial) or TLO (non-media) as per the Institute’s [filming guidelines](#). If the filming is being done by MIT community members, for MIT-related purposes, MIT Media Relations and TLO do NOT need to sign off on it.
- If any research animals are to be part of the filming/photoshoot, then you must obtain permission from the Department of Comparative Medicine (DCM). Otherwise, if not part of the shoot, then ensure that there are no research animals in the lab during filming (or at least make sure they are out of sight and not accidentally captured on film).
- Consistent and appropriate lab footwear and clothing and personal protective equipment must be worn in the footage. Please make sure all individuals being filmed wear appropriate lab footwear and clothing, lab coats, gloves and eyewear, even if they are not the focus of the filming.

For questions, contact Jennifer Lynn at [jlynn@mit.edu](mailto:jlynn@mit.edu) (safety questions) and KI Communications [ki-communications@mit.edu](mailto:ki-communications@mit.edu) (media questions).

## Langer Lab Requirements:

- In advance of the filming date the Langer Lab requires informing the room coordinator and [langerlab@mit.edu](mailto:langerlab@mit.edu) about the filming date/time and locations where filming will/may be done so we can give prior notice to everyone that no hazardous experiments should be conducted in the specified room(s) while the film crew is in the lab(s).

For Langerlab filming questions and approval contact, Connie Beal ([cjbeal@mit.edu](mailto:cjbeal@mit.edu)) and Ilda Thompson ([ifmoura@mit.edu](mailto:ifmoura@mit.edu)).