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**Photography and/or filming will take place in this area between [insert time range and date].**

**The photographs and films will be used by the University of Cambridge for the purpose of promoting its activities and may be published on the University’s websites and circulated to the press and other media organisations for publication, transmission or broadcast.**

**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: [insert name]**

**Title: [insert title]**

**Organising Department: [insert department/institution]**

**Contact details: [insert email, phone number]**