

## Instructions for Recording OA Speakers

Prior to the meeting: (this may fall to the speaker-getter if that is a separate position):

- Inform the Speaker this meeting records the Speakers' shares to post on the website.
- Ask the scheduled speaker to go to the website to review and complete the release form:
  - [OA Marin Speaker Release Form](#)
- Verbally inform the speaker that if they agree their share will be recorded, and that it will be uploaded only if we have a form on file attesting to the fact that they gave permission, that they grant us royalty free license to use it, and that it adheres to OA content guidelines.

At the meeting:

Make sure the speaker has filled out an online release record. If not, give them a paper copy or pull up the form on your phone and have them complete it online. If they sign a paper copy, scan it and send it to the webmaster at [oamarincounty@gmail.com](mailto:oamarincounty@gmail.com).

How to Record

Record ONLY the speaker's share. Do not record questions or others' shares afterwards. If a meeting decides they want to record questions or others' shares, everyone in the room who speaks while the recording is going would need to have signed a release form.

From iPhone

- Go to Voice Memos
- Push red button to record. It turns square.
- Place the phone as close as possible to the speaker.
- Push red button to stop recording.
- Push done. This will bring up a screen that allows you to name and save the memo. Put the first name, last initial and date (e.g. Elizabeth B. 17 November 2018) in the space and push save.

Getting the recordings to the webmaster:

- When the voice recording is saved, email it directly to the webmaster at [oamarincounty@gmail.com](mailto:oamarincounty@gmail.com).
- If the speaker signed a paper copy of the release form, email a scan of the release form along with the recording.

Recordings will not be uploaded to the website until the webmaster validates the speaker's release form.

For reference: See below text from the online Speaker Release Form.

Keeping a couple paper copies in the meeting box is advised. However, if the signature is only on paper that also needs to be sent to the webmaster for her to be able to upload the share.

## OA Marin Speaker Release Form

First name and first letter of last name:

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Today's Date:

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Years in program: \_\_\_\_\_

Email address:

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## Identification:

- Compulsive Overeater (CO)
- Century/lost 100 lbs. or more (100)
- LGBTQ/other (LGBTQ)
- Anorexic (A)
- Bulimic (B)
- Compulsive Overexerciser (COX)
- Multiple Addictions (MA)
- Person of Color/Minority Identified (MI)
- Young Person (YP)

By signing below, I agree to the following:

1. My share may be recorded.
2. My first name and last initial may be used in conjunction with the recording.
3. My share described above may be posted online by OA Marin.
4. My share may be identified online with the categories selected above.
5. My share is my original material, which I have full rights to release publicly.
6. These rights I share with the understanding that there is no commercial purpose and this agreement is royalty-free.
7. I understand that my share will only be posted if it meets standard OA guidelines, such as anonymity, and only mentions OA approved literature.
8. This agreement may be applied to my future recorded shares.

Signature

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