**Recording the 1919 conference**

I talked with Kent about recording the Roundtables at the conference. The first number for cost I gave the committee was inflated because Kent was under the impression we wanted *ALL* of the panels to be recorded and assumed the conference wasn’t happening at the U of W. So the cost would be less than the original $3,500 I gave the committee.   
  
Here are some things we will need to clarify. I can of course take the lead on action items in regards to this.   
  
We will need to get consent forms ready for people to sign when they are being recorded. I believe Rhonda said she had a template that has been used at conferences.

Will a PA system be used for the roundtable discussions? I ask because if that is the case recorded the roundtables will be easy (just plugging in the recording device into board) and make for good quality recording.

Where will these recordings “live”? I suggested that if Kent is doing the recording they could be in the OHC archive but I am open to suggestions.

Do we want any post-production work done on the recordings, ei introductions, editing for length, music?

We should consider a partnership with CKUW and Rank and File Radio Prairie Edition. This would mean that the roundtables could air on CKUW after the conference. Rank and File Prairie Edition (a show that covers the labour movement in Western Canada) seems like an obvious choice. I know the host\producer of the show and can talk with her about her airing content from the conference.   
  
Related to that is what should the policy be on recording the other panels? For instance I could see myself, other CKUW producers, and podcast producers from out of province (I believe a few are attending) wanting to record one or two of the panel discussions. I am not sure what kind of policies there are for recording at academic conferences.