

Guidelines for Non-commercial Recording and Podcasting at Educational Conferences

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Free, non-commercial podcasts of educational conference presentations can open new doors of professional learning around the world. It is very important to be aware of and respect intellectual property issues when recording and podcasting, however. **If you are considering recording / sharing sessions from an educational conference or other event these guidelines are for you. ***

- 1** Check the official conference website for policies relating to session recording and podcasting. If you have questions consult with conference organizers.
- 2** Obtain oral or written permission from all presenters of a particular conference session or workshop to **record and share their presentation non-commercially on the Internet**. (An example form you can use and modify is available on <http://tinyurl.com/47ztms>)
- 3** Provide your name and direct contact information (phone as well as email) to the presenters so they can contact you later if they have questions or requests relating to their recorded presentation.
- 4** If a presenter uses a commercially sold song/video excerpt in their presentation, consider editing out that portion before publishing. Use of copyrighted materials may constitute “fair use,” but debates may be avoided if copyrighted segments are deleted first. (Distribution scope can affect legal “fair use.”)
- 5** Explicitly license the published presentation recording you publish with a Creative Commons license. Licenses and the code to link/embed on your website can be obtained FREE from <http://creativecommons.org/license/>.
- 6** Include proper attribution for the presenter(s) by including their name(s) as well as links to their website(s) in your published podcast “show notes.” Also include presenter names in the ID3 tags you embed in the actual audio or video file before publishing it online.
- 7** As a courtesy to the presenter(s) as well a good-faith gesture, send an email message to the presenter(s) after you publish their session. Include a web link to the recording you published, and encourage them to contact you with questions or concerns regarding the published podcast.
- 8** Always be courteous, professional, and responsive of/to presenter requests relating to the podcast you have created of their session. The content you recorded is THEIR intellectual property, and the opportunity to record and share their ideas is a privilege.
- 9** Sponsor a non-commercial podcasting team at your school. Offer to record and non-commercially share podcast recordings of local events and presentations in your area for civic groups and other organizations. Teach and encourage others to become responsible and ethical ambassadors of new media technologies by introducing them to the constructive ways non-commercial podcasting can legally open new doors of learning for others!

* NOTE: These guidelines are provided for informational purposes only and should not be considered legal advice. Individuals seeking legal advice and opinions should consult a lawyer licensed to practice law in their jurisdiction. The Podcasting Guide from Creative Commons (http://wiki.creativecommons.org/Podcasting_Legal_Guide) is an outstanding source of information on these issues. Also refer to Colette Vogele's podcast, Rules for the Revolution (www.rulesfortherevolution.com).