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**Audio Shares from OA meetings**

OAGB now have a section on our website featuring recording of chairs at OA meetings.

If your group would like to send us your audio shares, here are some guidelines to follow.

**Preparing to record a chair**

* Check with the person giving the chair that they agree to be recorded. Explain that they will need to fill in a speaker release form (see below) giving permission for the audio file to be uploaded to the OAGB website, and that they will be giving OAGB a royalty free licence to use it.
* Ask the speaker to keep the Traditions in mind when sharing, particularly the following:
	+ **Tradition 10:** Overeaters Anonymous has no opinion on outside issues; hence the OA name ought never be drawn into public controversy.
	+ **Tradition 11:** Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.

**How to record:**

Record ONLY the speaker’s share

Try to position the recording device close to the speaker – you may want to do a test before the meeting to check the audio quality

Do not record questions or other’s shares afterwards, as if questions or shares are recorded, everyone in the room who speaks will need to have signed a release form

In order to be uploaded to the website, files will need to be in mp3 format – don’t worry if your files are in a different format, we can convert them once received.

OAGB are not able to edit files, we ask that groups take responsibility for ensuring that shares adhere to the Traditions and are of a suitable quality to publish online

Please email files to the OAGB Communications Officer at communications@oagb.org.uk, along with a scan or photo of the completed Speaker Release Form. Files will be reviewed by volunteers before being published on the website, therefore there may be a time delay between files being submitted and then appearing on the site.

Last updated: 19/05/19



**OAGB – Speaker Release Form**

By signing below, I agree to the following:

1) My share given on the date below may be recorded

2) My first name and last initial may be used in conjunction with the recording

3) My share may be posted online by OA Great Britain on the website [www.oagb.org.uk](http://www.oagb.org.uk)

4) My share is my original material, which I have full rights to release publicly

5) These rights I share with the understanding that there is no commercial purpose, and this is a royalty-free agreement

6) I understand that my share will only be posted if it adheres to the 12 Traditions, particularly with respect of:

a) anonymity

b) only mentioning OA-approved literature

c) not endorsing any outside enterprises (including mentioning other 12 Step fellowships by name)

First Name and Last Initial \*\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In program since (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Abstinent since (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of share: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recorded at (meeting name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Please use whichever name you will use to identify yourself during your share. You may choose not to use your real name in the spirit of anonymity, this is left to the discretion of individual speakers.

**Last Updated 16/6/19**