



**Professional Issues Meeting (PIM)
Handbook
2021-22**

**A guide for those interested in or embarking on hosting a
PIM.**

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Introduction and Purpose of Guide

This guide is intended for those interested in, or embarking on, organising either an online, blended, or face-to-face Professional Issues Meeting (PIM). It should serve as a fairly comprehensive guide as it has evolved from the experience of many previous PIMs.

There will still be institution-specific questions to be addressed. The BALEAP Events Officer is the first point of contact to discuss such questions and any other matters which may arise.

What is a PIM?

A PIM is a Professional Issues Meeting and provides an opportunity to meet and share research and good practice around a particular theme.

Aims of a PIM

For BALEAP and the EAP community

- Disseminating research and ideas for good practice in the EAP community
- Raising the profile of the organisation
- Raising income that can be used to support events, research and other projects

For individuals

- Opportunity to present as part of Continuing Professional Development (CPD)
- Opportunity to learn from others and share and build on good practice
- Opportunity to network

For host institutions

- Raising the profile of the department/centre organising the event
- Providing an opportunity to develop skills in conference/event organisation
- Providing an opportunity to showcase department/centre and EAP provision there
- Does NOT provide an income generating opportunity

Who can host a PIM?

Any member institution can apply to host a PIM subject to the resources available to them. There needs to be one lead organiser and two other named contacts for BALEAP who are committed to organising the event, plus more colleagues as required to form a team. A free place at the event is available for the lead organiser and two colleagues.

Organising a PIM

Who to see about what

Person	I need info/advice on	Contact details
Events Officer	Organising a PIM	events@baleap.org
Web Officer	Setting up/updating the PIM listing on the BALEAP website Setting up the PIM registration Archiving and sharing PIM presentation slides and recordings	web@baleap.org
Information and Publicity Officer	Help publicising the PIM and advice on branding	information@baleap.org
Administration Officer	Registration updates	admin@baleap.org

Organising team

You will need a lead organiser and two other named contacts for BALEAP who are committed to organising the event, plus more colleagues as required to form a team. The lead organiser will communicate regularly with the Events Officer and their name should go on the publicity as a contact. Contact details for the other two named organisers should be given to the Events and Admin Officers and they will need to be contactable on the day of the PIM.

You will need to delegate tasks accordingly which could include the following:

- Budget
- Managing resources (online platforms/rooms/help needed on the day)
- Tech support
- Exhibitors/sponsors
- Co-ordinating proposals/abstract review committee
- Programme/format and timetabling
- Publicity/comms/social media
- Catering
- Information about travel and accommodation
- Catering

Date

There are usually three PIMs a year, typically held in March, June and November. The **date, theme and venue** of all PIMs for one academic year need to be confirmed with the BALEAP Events Officer by the end of **August**, so that the events can be advertised through BALEAP at the start of the academic year. This helps with Continuing Professional Development (CPD) budget planning for institutions.

Ensure that the date does not fall on a university Open Day, or when there is another conference or event at your institution which could impact resources e.g., IT staff, room availability etc., and affect parking. You may need to liaise with your university events/conference organisers/teams.

It is also helpful to check other EAP-related events that may be organised by other institutions around that time as well as those that may be organised by BALEAP or a partnering organisation (the latter would be advertised on the BALEAP website).

For online events, where IT support from your institution is required you may need to check whether this is available to you if you choose to hold the event on a Saturday.

Some institutions have successfully held PIMs on Fridays which may mean the event is more accessible to members with childcare or other family related responsibilities.

Participants

The minimum number needed for the event to be viable (i.e. to break even) will need to be considered.

The maximum number for face-to-face is usually between 100 and 150 but this would have to take into account current government guidelines with respect to social distancing and available rooms to accommodate this within your institution.

The maximum number for online events depends on the capacity of the virtual conference software available to the host, the dedicated technical support available to them and resources in terms of staff willing and able to support online hosting. It is worth bearing in mind that larger numbers online can quickly become more challenging.

Budget

It is important to note that organising a PIM does not provide an income generating opportunity for the host institution. Unless you **do not** plan to incur any costs, i.e. you are hosting the PIM online using only technology provided for free by your institution, you will need to present a full budget of costs to the Events Officer using the budget template ([see BALEAP PIM folder](#)). Registration is handled through BALEAP (see below) and the host institution sends an invoice for the full amount of cost incurred to BALEAP after the event. This should be sent to events@baleap.org, treasurer@baleap.org and admin@baleap.org, alongside an updated final budget of actual costs incurred. Surplus from ticket sales stays with BALEAP to cover costs for administration and any remaining surplus is invested back into projects that benefit members.

Face-to-face considerations

You will need to prepare draft costing which may include:

- **Room costs** (if not possible to secure free) to cover lecture theatre(s)/plenary room; breakout rooms, bearing in mind additional rooms may be needed depending on the latest government advice with respect to the coronavirus.
- **Catering charges** to cover refreshments on arrival (optional) e.g., tea/coffee/milk and dairy free alternatives, water etc. + pastries; lunch; tea/coffee in afternoon (optional). It is important to bear specific dietary requirements in mind that delegates may request, for example, vegetarian; gluten free; non-dairy; halal. There may be additional charges because the event is at the weekend
- **Portering charges** if needed, e.g. unlocking and locking of buildings and rooms.
- **Security charges** if needed, e.g. for car parking.
- **Cleaning** There may be additional cleaning charges due to the coronavirus.
- **Heating** if required
- **IT** Use of IT in rooms and IT support
- **Badges** Cost of printing badges and providing badge holders (lanyards may be provided by exhibitors if asked in advance)
- **Estate fee** A fee to the university (estates fee) or VAT
- **Student Ambassadors** Payment to student helpers (though often they will help for free on the understanding that they can attend some of the sessions)

Online considerations

- **IT** Dedicated IT support as required
- **Online hosting** Any fees related to online hosting, e.g., using a virtual room licence or acquiring add-ons to facilitate particular aspects of an online event.

General

- **Publishers:** Email publishers inviting them to attend; see [BALEAP PIM folder](#) for template (Pearson, MacMillan, Garnet, OUP and Cambridge English often do attend, but it's worth trying other publishers too, particularly if you have any connections).
- **Sponsorship** Any other connections that you have to get sponsorship are worth exploiting. This may extend to e.g. online freebies or discounts on books or other options in keeping with an environmental and health conscious (e.g. COVID-19) approach.

- **Plenary speakers:** BALEAP will cover the costs of travel and accommodation for plenary speaker(s) within the UK, but not from overseas. BALEAP does not cover speaker fees. TWO members of the organising team do not need to pay the delegate fee, as well as the lead organiser. Other team members and staff at the host institution will need to register through the website (see section on Registration below).

Format

A typical format for delivery is to make provision for three streams, whether this is online or face-to-face. This allows you to divide your main theme into specific strands.

A popular format for online provision is for at least one stream to be flipped, i.e. the presentations for a stream are pre-recorded by the presenter and videos submitted to the organisers in advance. The videos for this stream are then made available to the participants via the BALEAP owned YouTube channel to watch ahead of the PIM and Q&A sessions on the content are offered on the day. This allows for a variety of formats and mitigates against technical issues on the day. The viability of this will also depend on the willingness and time available to presenters to pre-record their presentation and of participants to watch content ahead of the day.

Organisers may want to consider poster presentations if there are a high number of high quality proposals, and will also need to plan how they'll close the day, e.g. with a panel discussion or closing talk/discussion.

It is important to decide on the format as early as possible as it will impact on resources you require.

Organisers should in any case ask all presenters to submit their PowerPoint (PPT) slides in advance regardless of the format in case they have tech issues on the day and you need to assist with accessing or sharing a presenter's PPT slides.

Organising an online PIM

Staffing

For online events it is advisable to have two moderators per session, one hosting the session and another monitoring the chat for questions and comments. You will also need technical support. This could be a third person in the virtual room or someone who is 'floating' between virtual rooms depending on your institution's available resources. Participants from outside your institution will typically need technical support on the day, so you need to make provision for this and ensure they know who to contact.

Platforms

Hosting institutions have successfully used Zoom and Teams so far, but have typically encountered and had to manage unforeseen technical issues on the day as these are unprecedented times. Ensure you have the technical back up from your institution to trouble shoot the unexpected on the day.

The platform you decide to use will be determined by what your institution has a licence for and are willing and able to support prior to and on the day of the event. It is worth checking whether your institution is intending to renew licences such as Zoom, and if not, how long they hold the licence for.

Steps for organising an online PIM

- **Format** Decide on your preferred format (see above) as this has implications for the resources required.
- **Virtual room allocation** Decide how to allocate virtual rooms, for example each session has a dedicated room or each strand. This will allow you to create links and share them with your participants.
- **Session sign-up system** Decide how attendees sign up for sessions as this will allow you to decide how to share links with them.
- **Security** Consider how to prevent links from being leaked as well as uninvited attendees from participating (the so-called zoom bombing). It's good practice to set up additional authorisation (participants need to sign in using their email address), waiting rooms, etc.
- **Pre-event speaker meet up** It's a good idea to organise a pre-event speaker meet up to check if everybody can easily sign into the room and knows how to use it. Even though online technologies are becoming more and more familiar, don't assume everybody knows how to use them. Also technologies change rapidly and it is important speakers feel confident handling the technology. At least check with them they are familiar with the software you are planning to use and whether they are planning to use any videos, screen share or apps or other functionalities like breakout rooms or polls or send any files via the chat in order to tailor the assistance they may need on the day. Provide an opportunity for speakers to share slides using the technology so that they are not doing it for the first time on the day.
- **PPT slides** Ask speakers to email you the PPT slides in advance so that both the organiser and speaker have a copy in case of any tech issues on the day (as mentioned above).
- **House-keeping rules** Establish housekeeping rules, you may want to produce a PPT slide to show at the start of each presentation or alternatively announce the rules. Key considerations include recordings, and ways to handle questions and answers. Other things to take into account would be the need for the participants to mute microphones, use or not use video and whether the questions will be asked via the chat or using the hand up icon.
- **Introductions** Agree with the speaker how much introduction they need and how they want to go about questions and answers (at any time during the presentation, at allocated times, at the end of the presentation; via the chat or hands up icon).

- **Staffing** Have two moderators in the room on the day - one can be the main host who opens and closes the session and, if applicable, handles the recording and another one to work in the background, for example to keep track of comments and questions in the chat as well as deal with technical queries and save the chat at the end.
- **Technical queries** For any technical queries, use private chat to help the attendee resolve their technical issues.
- **Networking** Consider online social/networking opportunities and how to facilitate them.

Recordings

The hosting institution should obtain explicit permission from speakers if considering audio or video recordings of the event, and obtain consent for these to be hosted on the BALEAP YouTube site. They also need to ensure that the audience are aware if a presentation is being recorded (i.e. where a video has not been provided in advance). For online events held via Zoom or Teams, this should be made clear at the start so that each attendee has the choice of whether they want to share their name and video.

It is usual not to record Q&A sessions so that the audience do not feel constrained with respect to questions they may want to raise and for reasons of confidentiality (Chatham House Rule).

Please note that recordings are first uploaded to the BALEAP YouTube channel and linked to the website there:

<https://www.youtube.com/channel/UCntv6h3p8PBEEETtPUngHnA>

You will need to designate a team member to collect slides at or immediately after the event and send them to the Web Officer (with the speaker's permission).

Rooms, including blended provision

You will need to consider what facilities you require in terms of rooms for face-to-face and blended provision.

- **Plenaries** A Large room for plenary/ies and alternative space to allow for live streaming as per current COVID restrictions. Total capacity/facility needs to be for 100+ participants and compliant with current government guidelines relating to the coronavirus.
- **Break-out rooms** Further breakout rooms for up to four or five parallel sessions, including rooms suitable for workshops (if these are likely to be included) with capacity reflecting current COVID-19 restrictions.
- **Publishers** Space for publishers to exhibit (near to tea/coffee area to ensure footfall); publishers are happiest if participants are passing by their stands at regular intervals.

- **Lunch** Room(s) large enough for lunch ensuring capacity is in keeping with government coronavirus guidelines (or alternative venues suggested, ideally also to be used for tea/coffee and exhibitors).
- **Registration** Although participants will have registered online in advance, there will still be a need to see/monitor who is attending and allow for a build-up of participants at the beginning of the day and there needs to be adequate space to lay out a large number of badges. BALEAP will provide a tablecloth for the registration table and the BALEAP banner.
- **Cloakroom** Somewhere for delegates to leave coats and bags (preferably a secure room or a room staffed by student/staff helpers).
- **Secure room** A secure room where publishers can send their exhibition stock before the event.
- **Signpost** your guests in advance as to the etiquette around campus, e.g. are masks required in all indoor spaces?

Publicity

Organisers can begin to advertise their PIM during the months running up to the event. The lead organiser's name should go on the publicity as a contact.

BALEAP branding should be used, please contact [Information and Publicity Officer](#) for advice on this and the current BALEAP logo.

BALEAP [events webpage](#)

Email the following information to the BALEAP [Web Officer](#) copying in the [Information and Publicity Officer](#):

- Title of event
- Date and start and end time
- Location for face-to-face events
- Organising institution
- Event website, e.g., institutional webpage or event bespoke built website
- A short summary (two sentences max) explaining the main purpose of the event
- Event blurb to include (i) event purpose/focus/goals (ii) Plenary speaker, title and abstract (iii) Event flyer – it is advisable that this is visually rich as this allows to shape the event visual identity and provides an eye-catching method to advertise via social media (see samples in [BALEAP PIM folder](#))
- Event contact details email address, it is advisable that the host creates a shared email inbox

- Event Twitter hashtag, this can be specific to the event or institution or both
- Call for papers (when ready) consider if submissions will be made via email or an online form
- Programme details
- Registration details

Institution's website

You may want to consider having your own event website, which could be a bespoke website, e.g. <https://baleappimglasgow.wordpress.com/>

Or an event listing on your Department/Unit website, e.g. <https://www.northumbria.ac.uk/about-us/news-events/events/2021/03/baleap-professional-issues-meeting/>

BALEAP discussion list

Use the list to publicise the event, call for papers and to email reminders.

Flyers

You will need to produce a flyer for the event which can be advertised at PIMs up to a year in advance. It should have the email address or the organiser(s) for further information. You can find examples of flyers from previous events in the [BALEAP PIM folder](#).

Social media

BALEAP Twitter account

We encourage the use of hashtags for every BALEAP PIM and ask institutions to promote the use of #BALEAppim followed by any tag you wish to use to identify your institution e.g. #BAPEAppimELTC or BALEAppimREADING. If host institutions wish to create Twitter accounts for the promotion of PIMs we ask that you use the same format as above e.g. BALEAppimELTC or BALEAppimREADING. Please @baleap twitter account who can retweet any posts made from the PIM twitter account.

Every time there is a change to the event programme, please notify the Web Officer so that they can update the webpage and copy in the Information and Publicity Officer who will advertise the change through BALEAP social media. The organiser is responsible for sending a message to the JISC list. This includes extending the deadline for submissions.

Programme

Preparing the programme

Follow the procedure below, or something similar, even if modifications are made to accommodate particular speakers as deemed appropriate by the committee:

- Decide on criteria for accepting/rejecting proposals and appoint committee.
- Blind vet papers and rank A, B, C, allocating each to the appropriate stream according to theme.
- Papers can be rejected if deemed unsuitable, or changes can be suggested by the reviewers.
- Reviewing panel can suggest a poster rather than a paper if there are spaces for posters (NB. There should be space not just to display posters but to allow poster presenters to explain their posters to interested delegates).
- There is no official limit on speakers from the host institution.
- Send draft programme to BALEAP [Events Officer](#) for comment before finalising.

The Registration Process

Registration for PIMs is set up and handled through the BALEAP website for ordinary members, non-members, and staff of the hosting institution. PIMs are discounted for members as part of their membership fee. Members need to login via their personal or institutional BALEAP account to create the order and the discount is then automatically applied. Institutions may want to create an order for several attendees at once to save on administration.

Please see the table below for a breakdown of fees:

Format	Status	Fee
Face-to-face	Members and staff at hosting institution	£75
	Non-members	£100
	Exhibitors	£150
Online	Members and staff at hosting institution	£15
	Non-members	£20

*Can be discussed with Events Officer when drawing up the budget.

PIM organisers ask speakers to register through the website. Publishers also register through the website. A free place at the event is available for the lead organiser and two colleagues and members

of the executive committee have their fee waived. The lead organiser should contact the Web Officer to get a special coupon for this purpose.

PIM organisers need to liaise with the [Web Officer](#) about registration and provide the following information (copying in the [Events Officer](#)):

- Cost for members and non-members
- Event capacity (i.e. maximum number of participants)
- Closing date and time for ticket sales (48 hours in advance of event)
- The deadlines they have agreed for catering (for face-to-face PIMs)

Once registration is set up, payment is made to BALEAP directly through the website by card, or through an invoice to the BALEAP Administrator. The Administrator (admin@baleap.com) handles all aspects of fees and sends registration reports to the host at regular intervals from about 6 weeks before the event. The spreadsheet of registrations will include the names of delegates, their institutions and e-mail addresses, (plus dietary preferences for face-to-face PIMs). After the event all copies of these lists will have to be deleted or anonymised in order to comply with GDPR.

If a registered participant contacts the organisers to cancel, they may do so up to two weeks before the PIM and be refunded. Within two weeks of the PIM they will not be refunded, but can transfer their place to a colleague at their institution.

Communication

The hosting institution is responsible for emailing the programme to participants outlining all the presentations and parallel sessions and providing links to the virtual rooms in the case of online and blended events. An effective and efficient way of doing this is via mail merge (you'll be sent the spreadsheet with contact details – see above).

The host institution needs to clearly communicate to participants what they need to do (e.g. download Teams in advance and not log into their personal account etc) and provide a (generic) email address for them to contact if they encounter difficulties.

Templates

You can access a bank of templates in the [BALEAP PIM folder](#). These include:

- draft/preliminary budget
- proposal form for papers
- email to publisher
- programmes
- flyers
- posters
- paper submission form
- feedback
- certificate of attendance

Planner

The planner below is intended to be a guideline to assist you with organising your PIM. It covers face-to-face and online considerations.

It is useful to work back from the date of the event (most delegates book once they have seen the programme, so allow as much time as possible between the publication of the programme (this can be draft or list form) and the date of the event).

Timing	Activity	Description	Contact (where applicable)
12-9 months	Establish PIM team	(can include Head of Department; admin/finance member of staff; IT; and 2 or 3 close colleagues) and determine other resources you may need on the day. Make contact with University events/conference team and IT/tech support	
	Allocate roles to team	Allocate roles to team e.g. responsibility for budget, tech, webpage and social media, information about accommodation and travel, sponsorship, etc. Establish abstract review committee.	
	Schedule meeting dates		
	Decide on online platforms	Determine which platform you are going to use based on what your institution supports and holds a license for at the time.	E.g. Your institution's University Information Services Division
	Book rooms	Book lecture theatres inc. capacity for live streaming of plenary, break out rooms in line with social distancing reqs. Some rooms may be booked out a year in advance, so the earlier you book the better.	E.g. Your institution's University central bookings
	Budget	Revisit and update draft budget (see template) and send to BALEAP Events Officer (and local admin, as necessary) Agree final budget.	BALEAP Events Officer Your local Admin team as necessary
	Programme	Contact plenary speaker(s).	
	Sponsorship	Contact publishers and potential sponsors	
	Publicity	Produce flyer for event (can be advertised up to a year in advance; can give e-mail address of organiser(s) for further information) See samples in BALEAP PIM folder .	

9-6 months		Create information page on University website with link from BALEAP website OR provide information that can go on BALEAP website	Web Officer
	Travel and accommodation	Gather information about local accommodation, travel to event (optional)	
	Agree final budget		Events Officer
6-3 months	Call for papers	This can go out at any time BUT deadline for submission of proposals should be at least 7-9 weeks before the event date. Send reminders to the list about the deadline and let the Events, Web, and Information and Publicity Officers know so that this can be published on the website and advertised through social media.	Web Officer Info and Publicity Officer Events Officer
	Organise for badges and lanyards, if used		
	Scheduling/publicity	Decide on dates and arrangements for completing and circulating programme to BALEAP list. See samples in the BALEAP PIM folder . Circulate programme to discussion list and the Events, Web, and Information and Publicity Officers so that this can be published on the website and advertised through social media.	Events Officer Web Officer Info and Publicity Officer
3 months – 1 week	Publicity Social Media (e.g. Twitter).	Send reminders to the discussion list. Liaise with Info and Publicity Officer if you need advice on hashtags or handles	Info and Publicity Officer
	Recordings	Obtain explicit consent from speakers, if considering audio or video recordings of presentation and explain that these will be uploaded to the BALEAP YouTube channel.	

	Arrange for session chairs	It is advisable to have two per session for online events (see below), so that someone is free to manage the chat and questions and contact your floating IT support as necessary. You can ask the BALEAP exec to assist with chairing sessions.	
	Resources	Finalise what resources you'll need on the day in terms of tech and other support. Do you need to recruit Student Ambassadors to help on the day? How many people do you need assisting in each (virtual) room? A minimum of two is recommended with additional staff 'floating'.	
1 week	Publicity/comms	Email the final programme to the Events, Web, and Info and Publicity Officers as well as to the d-list to encourage members and non-members to register. Once registration closes and you have received attendees' emails, send them the programme and any necessary info; e.g. explain how to access virtual rooms and provide contact email addresses for tech support; provide information about other arrangements on the day for face-to-face events such as directions, parking, access to rooms, social events etc. to in-person attendees. Create an online feedback form using this template feedback form .	Web Officer Info and Publicity Officer Events Officer
PIM day	Tech	Guest log-ins (if required) for speakers/workshops WiFi: many participants will be able to use Eduroam – please flag this up as a possibility and provide alternative login details if required Signage to direct delegates to buildings and rooms for face-to-face and blended events.	
	Chairing sessions	Remind speaker and inform participants presentation is being recorded (not Q&A sessions) For online sessions, two people per session (one to manage chat) For online and blended, floating tech support needs to be in place Welcome speech(es) + housekeeping /netiquette Closing speech(es) Chairing timing system for chairs (5 mins; 1 min; STOP)	

	End of day procedure	Plan for something to wind up the day (panel session; closing talk/discussion; closing 'ceremony') Arrange for someone to thank speakers; tell audience that the slides will be available on the website; announce the date of the next PIM and other events of interest	
	Feedback form	Circulate feedback form	
After the event	Recordings	Designate a team member to collect slides at or immediately after the event and send to Web Officer (with speaker permission) These will first be uploaded to the BALEAP YouTube channel and linked to the website from there.	Web Officer
	Feedback form	Collate information from feedback and let Events Officer know of any feedback which could inform future events and be added to this Handbook.	
	Certificate of Attendance	Email a certificate of attendance to all participants (see template).	

Action points post PIM

- PPT slides need to be collected from the speakers to be uploaded on the website – decide who will take responsibility for doing this and sending to the [Web Officer](#). When sending the files, label them clearly and also send a list of names and presentation titles as you want them to appear on the website.
- Any recordings of plenaries or presentations should be shared with the Web Officer via big file transfer facilities like Microsoft OneDrive, Google Drive or WeTransfer <https://wetransfer.com/>. Please ensure all the files are clearly labelled and the video details (speaker, title, a short blurb) are provided.
- Invoice for expenditure should be sent to [Treasurer](#) and copied to [Events Officer](#).
- Collate feedback and email it to the Events Officer in a summary form within two weeks of the event so that the feedback can be used to inform future events and be added to this Handbook.

Frequently Asked Questions (FAQs)

Who can host a PIM?

Any member institution can apply to host a PIM subject to the resources available to them. There needs to be one lead organiser and one other named contact for BALEAP who is committed to organising the event, plus more colleagues as required to form a team.

Can the hosting institution make a profit from a PIM?

It is important to note that organising a PIM does not provide an income generating opportunity for the host institution. It is intended to raise income for BALEAP that can be used to support events, research and other projects. Benefits for the host institution include raising the profile of the department/centre and showcasing its EAP provision.

Do participants from the hosting institution have to pay to attend the PIM?

The lead organiser and TWO members of the organising team do not need to pay the delegate fee. Other team members and staff at the host institution will need to register through the website and pay in the usual way.

Do plenary speakers have to pay?

BALEAP will cover the costs of travel and accommodation for plenary speaker(s) within the UK, but not from overseas. BALEAP does not cover speaker fees and plenary speakers have to register through the website and pay in the usual way.

How does registration work?

For paid PIMS registration is set up and handled through the BALEAP website for ordinary members, non-members, and staff of the hosting institution. See the section on **Registration** above.

Who communicates with delegates?

The hosting institution communicates directly with delegates. They will receive a spreadsheet with the names of all conference participants from the BALEAP Administrator for this purpose. See **Communication** section above.

Are all events recorded?

It is usual to record the plenary and for online events presenters may have submitted recordings in advance. The hosting institution will need to obtain explicit permission from speakers before recording a session. For more information on recordings see the section **Recordings** above.

Last reviewed October 2021.