

Guidelines for CAST Discussion Recorders/Scribes

Overview

At 15 minutes before the end of each talk, Q & A will begin and active attendee participation will be invited. If a lively discussion needs more time, the topic can be adjourned to another space to keep the conversation going.

Before the discussion begins, the moderator will ask for a volunteer scribe to take notes, so that the content of the discussion can be made available for download after the conference.

To simplify note taking, only the responses of the speaker will be specifically identified.

The volunteer should be willing to stay with the discussion, even if it runs into overtime, or there should be someone else willing to take over at that point.

Guidelines

Moderator

- After the presentation is over, the presenter and/or moderator will ask for a volunteer scribe.
- Before the discussion begins, the moderator should explain how session transcription works (i.e. know how the notes will be distributed, that a list of the names of all conference attendees will be supplied as an appendix to the complete set of notes, that only speaker responses will be specifically called out in notes, that attendees should not talk over each other, that the moderator will help the scribe, and that anyone can request something be struck, if they request it at, or immediately after, the discussion.)
- The moderator should make sure attendees all have their names clearly displayed OR should circulate a sheet to get everyone's names.
- The moderator should ensure one person is speaking at once. The moderator will also help the scribe, if something needs to be repeated or rephrased.

Scribe

- The scribe should head each page of notes for the session with the name of the session and number them (prepare several pages in advance in they are loose sheets).
- The scribe should have a HELP card they can turn over in front of them to alert the moderator to an issue without having to stop writing.
- The scribe should prefix answers/comments from presenter/speaker with S-
- There's no need to prefix questions, alternative answers and comments from participants/attendees.
- Transcriptions should always be objective and devoid of comments or editorial opinions.
- Handwritten notes & shorthand should be typed into a Word doc promptly while memory of the discussion is still fresh.