

Instructions for Notetakers

The instructions for the notetaker are pretty simple. S/he should type the general points that people make but generally not try to take verbatim notes.

BUT if someone says something particularly vivid, however, the notetaker should try to type the actual words and put them in quotation marks.

The notetaker should not bother taking notes of my presentation, other than my questions and my responses to statements from the audience.

The notes should NOT include anyone's name or other identifying information, except that the notes can mention if speakers identify themselves as lawyers or mediators handling certain types of cases etc.

It's fine to use abbreviations while taking notes during the program. Afterward, s/he should review the notes and write things out so that others can understand them, but this does not need to be polished prose.

After cleaning up the notes, please send them in a Word file to landej@missouri.edu.