

REYNA INN RECORDING AND ATTRIBUTION POLICY



After discussion and careful consideration, and by vote duly conducted in accordance with the Bylaws, the Executive Committee of the Hon. Jimmie V. Reyna Intellectual Property American Inn of Court hereby adopts the following Recording and Attribution Policy:

WHEREAS the Executive Committee recognizes that one of the values of attending and presenting at Inn of Court meetings is the ability to participate in, and learn from, open, wide-ranging, and robust discussion and dialogue with and among speakers, panelists, and attendees;

WHEREAS the Executive Committee further recognizes that such discussion and dialogue is more likely to occur if speakers, panelists, and attendees understand that they may speak freely without concern that their statements, questions, or remarks may be attributed to them or used against them, their employers, firms, organizations, or clients; and

WHEREAS the Executive Committee further recognizes that there may occasionally be a reason to record a particular meeting so long as it is done in such a way as not to undermine the above considerations;

NOW BE IT RESOLVED by the Executive Committee:

- 1. Except as specifically provided herein, every Reyna Inn of Court program meeting will be conducted under the “Chatham House Rule.” This means that attendees are free to use any information received during the meeting, but nothing said during the meeting may be attributed, publicly or privately, directly or by implication, to a particular speaker or to that speaker’s employer, firm, organization, or client, without the express permission of the speaker.**
- 2. Unless otherwise announced at the beginning of the meeting or at the time of distribution, this policy does not apply to written materials or visual aids used by speakers or presenters during the meeting or distributed to attendees at or following the meeting, provided, however, that the statements or views expressed in written materials or visual aids prepared or used by one speaker or presenter may only be attributed to that speaker or presenter and not to others participating in the program.**

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3. Programs and presentations delivered at a Reyna Inn of Court meeting may be recorded in special circumstances, such as, without limitation, to allow a unique program to be made available for later viewing by those who could not attend, or to create a record for submission to the AIC for program award consideration, but only if the following conditions are met:
 - a. Recording may only be conducted under the direction of the Reyna Inn President or their delegee; no other recordings are permitted;
 - b. Recording may only be conducted if all presenters agree in advance after having been informed of the purpose for which the recording is being made and how and to whom it will be made available for future viewing;
 - c. The fact that the program is being recorded and the purpose thereof will be announced at the beginning of the presentation;
 - d. The recording thus created may only be used for the announced purpose; and
 - e. The President or their delegee may in their sole discretion arrange for the recording to be edited to better serve the purpose for which it was made, to protect the privacy of a speaker (including an attendee), or to otherwise effectuate the purposes of this policy.

Policy Review: This policy must be reviewed at least every three years or more often if concerns arise or needs change.

Adopted by the Executive Committee on April 15, 2025.