

Memory Map: Life on Lough Erne



Hi Everyone

We're reaching out to you all with a Big Thank You for taking part in the 'Online Oral History Module'; we hope that you have learned something new and are now able to take this training forward to support an interview!

The Team have provided some further detail around collection, agreements and final format outputs to ensure you can upload your story to the 'Memory Map'.

We hope you might be able to share with us your identified interviewee and story theme, we can then talk you through this Step-by-Step Guide.

Ways in which you can contact the team:-

-Online – login and chat to Siobhan McDermott (Module Co-Ordinator)

-Telephone:- Mobile Number 07934242423 - Open Hours Tuesday and Wednesday 6 – 7 pm where we will look to answer or direct your question to the appropriate person

-E-mail:

Hazel Long LELP - Project Manager - Hazel.Long@rspb.org.uk

Elaine Reid Queen's University - Project Manager - elaine.reid@qub.ac.uk

Please note attached Interview Ageements.

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SUBMITTING YOUR ORAL HISTORY: STEP-BY-STEP GUIDE

STEP ONE: FAMILIARISE YOURSELF WITH YOUR EQUIPMENT

It is important that you familiarise yourself with the recording equipment before you head out. To help you with this we have included information about how to record on various devices in the Oral History Toolkit [here](#). There is also a practical in the toolkit so you can test your device and the quality of the recording [here](#).

Please carefully follow the instruction for your particular device to ensure you record your oral history correctly.

Always do a test run and check the quality of the recording and that you know where it is saved.

STEP TWO: ORGANISE YOUR INTERVIEW

You may already know the person you want to interview or this could be the first time you contact them. In either situation, you need to explain the project, what is going to happen in the interview and also arrange a date and time for the interview. This is a good time to think about your own safety. Details of how to do this can be found [here](#). You also want to consider the topics for your interviews. These should align with 'Memory Map' themes the details of which can be found [here](#).

STEP THREE: CONDUCT THE INTERVIEW

Week three of the Oral History Toolkit goes into detail about how to conduct the interview proper. The main points for you to remember are to get all the forms correctly signed, to make sure the story can be associated with a location on the map and to make sure it is correctly recorded.

STEP FOUR: TRANSCRIBE OR SUMMARISE THE INTERVIEW

The Oral History Toolkit contains details on how to transcribe an interview [here](#) and how to summarise one [here](#). On average it takes about four to six times longer to transcribe your interview than it took to record it and about the same amount to double to summarise it.

With either technique make sure to include the date of the interview, the name of the person you are interviewing and the name of the audio file of the recording in the text – so the transcription/summary can be cross-referenced with the relevant audio file.

STEP FIVE: SUBMIT THE INTERVIEW TO THE LELP MEMORY MAP

There is an online submission form in the Oral History Toolkit [here](#). To use it you will need the following items:

- The name of the person you interviewed
- A geographic location for the oral history in Irish Grid Reference.
- A word document of either the transcription or summary of the interview with the name of the person you interviewed and the name of the audio file of the recording included.
- An mp3 format audio file of the interview clearly named.