



Podcast and Summit Interview Guest Speaker Guidelines

Technical Specifications

The recording will take place through Zoom. You will receive a custom URL via Calendly or the Program Chair. Please copy and paste this link into a new browser (Google Chrome works well).

Laptop (recommended: headset with microphone built in)

- Find a quiet room where there will be minimal background noise and interruptions
- Turn off computer notifications, alarms, alerts and silence nearby cell phones
- Lighting should be natural and bright when possible. Do not record in a dark room (for those recordings where video is involved). Glasses tend to glare, if you are able to use contacts or remove them during the recording.

Tips and Etiquette During the Recording

- Speak directly into the microphone, avoid turning head away or distancing self from the mic.
- Speak in a casual, natural tone that is slightly slower than your normal pattern of speaking.
- Avoid "filler" words like "uhm," "and," "err," etc. If you find yourself using these words, try pausing for a moment to gather your thoughts and continue on instead.
- If you find yourself stumbling over a sentence and/or need to go back and restate something, pause and then go back to where you want to start over. You can also say something like "please edit out that last sentence." However, this is not necessary.
- Whenever possible, avoid speaking over or interrupting the person talking. Give a pause before moving on to ensure the point or question has been made in full.

Contact Us

For questions related to content, scheduling change requests, etc, please email LearnSkin Editor, Kim Wagerman, at info@learnskin.com.

Thank you!