# NAPO Podcast Speaker Guide

**Thank you again for volunteering your time and expertise by agreeing to be a guest on the NAPO Podcast Series. Without volunteers like yourself, these events wouldn't be possible!**

We want you to sound as brilliant as we know you are. Part of that responsibility rests with us as your hosts. But the other part of it is as simple as having the right equipment to record the conversation. We want you and your brand to be represented in the best possible light, so please read through the list below and make any of the suggested adjustments you can make prior to the event.

Following these suggestions will enable us to make the most of your time and ensure the best possible product!

## THE ENVIRONMENT

(NOTE – There is very little we can edit out from a poor-quality audio recording so please adhere to the following standards)

**Turn off all non-essential programs** on your computer to ensure our recording is clear of any outside source noise and for program performance stability.

**Find a quiet place** for our conversation.

**Make sure all potential noisemakers are turned off** or taken care of ahead of time (phones, email, kids, pets, etc.)

While we are conducting our interview, **please don't bump the table, scoot things around your desk, click pens,** or anything else that might add unwanted background noise interruptions. It's amazing what the mic can pick up.

**Have a glass of water** nearby during our chat… you may need it.

## THE EQUIPMENT

For the recording to sound professional and to showcase your expertise as best as possible, **we ask that you have a mic or headset**. You can get a good quality and inexpensive mic for about $25 on Amazon (http://amzn.to/2ju2giP) or from any large-name retailer (BestBuy, Target, etc). If you don't want to spend the money you can ask your colleagues or any other tech-person you know. You probably know someone who owns this sort of equipment and would lend it to you.

The microphone and speakers that are built in to your computer won't provide the high-quality sound we need. They distort your volume and tone and add additional "noise feedback". The same rule applies to ear buds as well.

**Turn your computer speakers down** completely and set your computer sound preferences to hear through the headphone jack instead of speakers. This will help us avoid feedback and electronic echo in the recording.

Your Internet connection is critical to the sound quality as well. If you can -- please use a wired (ethernet cable connection) computer connection, not wireless if possible. This will also ensure that we don't have connection interruptions in case your WiFi network stalls or slows.

Thank you again for your time and participation. We can't wait to connect our audience to you and your professional expertise! We promise we will do our best to make you sound brilliant!

-The entire NAPO HQ and Podcast Team