



Teachers Talk Radio  
TUNE IN. TALK IT OUT.

## Guidance for Guests

Thanks so much for agreeing to appear on my Teachers Talk Radio show as a guest! Our listeners will benefit from your insights.

The show is **Live** via Podbean. You will need to download the Podbean app on your phone and “follow” Teachers Talk Radio before the show.

I will send you questions that I intend to ask during the show. Listeners who call/text in may also ask you questions. Please do not be nervous - think of it as an informal chat.

### Pre-show

Please provide at least 24 hours before the show (if you haven't already):

- Short bio (2-3 lines about your background, teaching experience and current role)
- Photo – this will be used for the advert on social media
- Twitter handle (if you have one)
- LinkedIn profile (if you have one)

***Before the show, please make sure you have a pair of wired headphones (airpods not recommend unless fully charged), and that these are connected before you open Podbean and join the show.***

### Publicity

- Share details of the show with your networks, colleagues, family and friends
- Encourage others to join the conversation by calling/texting. To listen and participate they will also need to download the Podbean app. They can do this via the website [ttradio.org](http://ttradio.org)
- Promote your appearance on the show using @TTRadioOfficial and #TTRadio
- On demand podcast will be available after show at [ttradio.org/listenback](http://ttradio.org/listenback), on Spotify and on Apple Podcasts

***Teachers Talk Radio has commercial obligations to its sponsors. Please do not use this show to promote or sell a product/service (even a third party). Where the executive team deems this to be breached, the show may be pulled from air or not published as a podcast. Should you be interested in appearing in a “sponsored show” please email the executive team directly at [info@ttradio.org](mailto:info@ttradio.org).***

## Joining the show

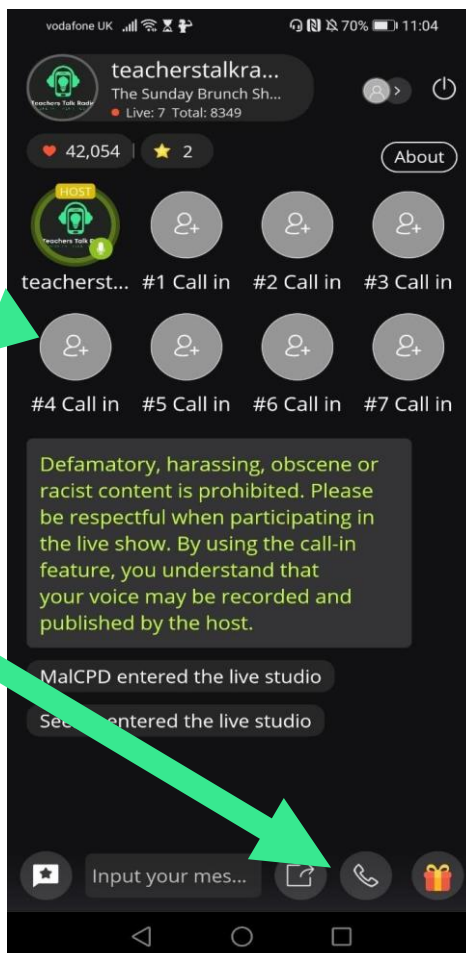
- 1) Join via the Podbean app or the Teachers Talk Radio website [tradio.org](http://tradio.org) 'Click here to listen live', which will direct you to Podbean.



- 2) Once you are in Podbean and follow Teachers Talk Radio, you will see my show as LIVE in red. If the show has not yet started, wait for the start time (it will be in green until I go live).



- 3) Click on one of the "call in" icons at the top to call in. If your sign in name is not your natural name, please notify me by texting in first so I know who you are!



- 4) After you call in, please mute yourself straight away until I introduce you. When you are not speaking, you need to keep yourself on mute.