



Teachers Talk Radio
TUNE IN. TALK IT OUT.

Guidance for Guests

Thanks so much for agreeing to be on my Show! I'm extremely grateful for your very valuable time and participation.

The show is **Live** via Podbean. I will send questions that I will be asking separately. 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 two days before the show if you haven't already:

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

Please also check WiFi connection – perhaps turn WiFi off on other devices to maximise quality of connection and sound.

Publicity

- Share details of the show with your networks, family and friends
- Encourage others to join the conversation by calling/texting. To listen and participate they will also need to go to ttradio.org
- Twitter handles: @TTRadio2021 @.....
- Twitter hashtag: #ttradio
- Facebook: <https://www.facebook.com/TTRadio2021>
- Catchup podcast will be available after show at ttradio.org/listenback
- A TTR mug will be given to one guest/caller – details will be provided!

Joining the show

You will need plugin headphones (preferably not airpods unless fully charged) for your interview. These need to be connected before joining the broadcast.

1. **Join via the Teachers Talk Radio website ttradio.org 'Click here to listen live' at the time given. This will direct you to Podbean where you can download the app**



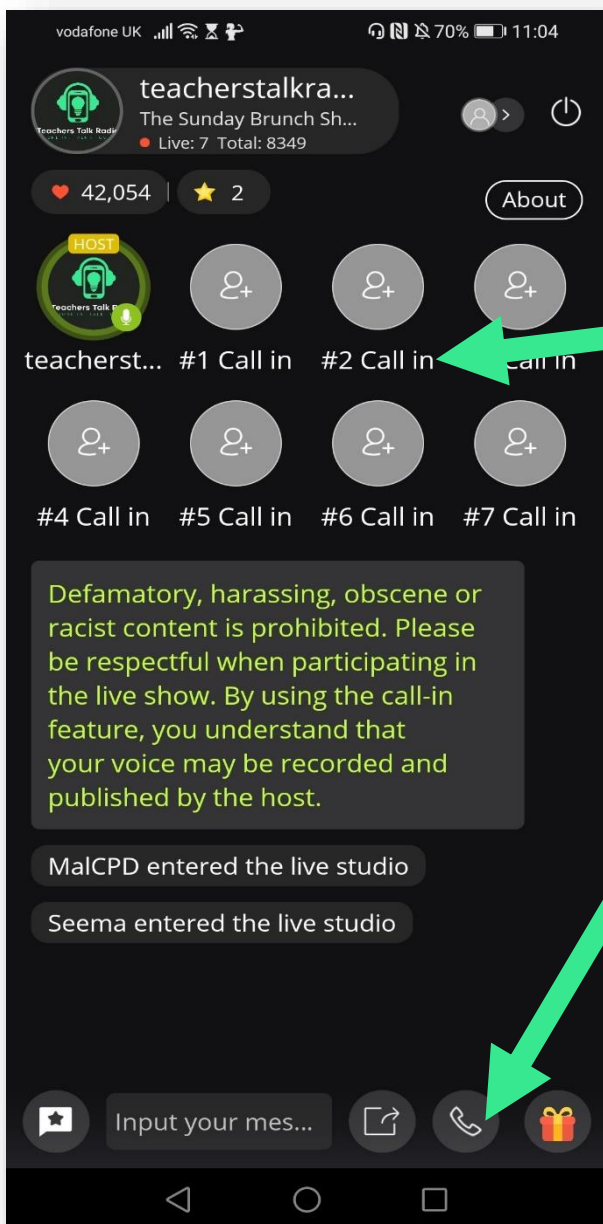
2. Once you are in Podbean and followed Teachers Talk Radio, You will see my show as LIVE in red.



Click on the live show.

3. Click on the Call icon at the top to call in (see picture below)

Guests to click one of these buttons to call in. You can click in any that is available. I will be able to see you from my side once you have called in. If your sign in name isn't your natural name, please let me know this in the chat so I can correctly identify you!



Click on this to mute/unmute yourself

1. *On the live show, after you call in, please mute yourself straightway. Keep yourself muted at all times unless answering a question or commenting on something.*
2. *Those on a panel with more than 1 guest, unless I refer to your name, where appropriate please say '**X (your name) speaking.....**' before speaking. That way the audience listening via other platforms after the live show knows who is speaking.*

Please remember when not speaking keep yourself on mute at all times!