Inclusion Bites Podcast – Guest Recording Guide

We're delighted you'll be joining **The Inclusion Bites Podcast**.

This guide explains what to expect before, during, and after your recording, plus the key terms that apply when you participate.

For any questions at any stage, contact: **podcast@seechangehappen.co.uk**

1) What the Podcast Is (Audience + Purpose)

Inclusion Bites is a podcast series hosted by Joanne Lockwood, exploring inclusion, belonging, lived experience, and positive change.

Our listeners include people in:

- HR, Talent & Recruitment
- L&D, OD and Leadership
- People-focused roles and changemakers

The tone is **honest, human, and practical**. We aim for conversations that inspire action and help people build better, safer cultures.

2) Format and Timing

- We block **90 minutes** total.
- We'll spend **15–20 minutes** beforehand doing a tech check and having a quick warm-up chat.
- The recorded conversation is typically **around 60 minutes**.

Recording platform

We record via **Riverside.fm**.
Your joining link is in your calendar invite.

3) Style of Conversation (How to Prepare)

This is a conversation between two professionals. It's not meant to be overly scripted or formulaic.

Joanne will guide the flow and respond naturally to what you share. You don't need heavy prep — just come ready with your story and message.

Helpful prompts (optional)

You may want to reflect on:

- What's your background and what shaped you?
- Why does inclusion / belonging matter now?
- What work are you doing that you're proud of?
- What challenges have you faced and what did you learn?
- What's changed in your world recently — and what's next?
- What do you want listeners to *do differently* after hearing you?
- Do you have a book, service, campaign, or resource you'd like to mention (briefly and relevantly)?

4) Joining the Call (Tech Requirements)

You'll receive a ***Riverside.fm*** link in your calendar appointment.

Please check the link ahead of time

We strongly recommend clicking the link in advance to ensure your setup works.

Recommended setup

- Up-to-date Chrome or Edge browser on Windows 10+ or macOS
- Strong, stable internet connection
- Headphones (reduces echo)
- External microphone if possible (best audio quality)

There is also a **Riverside app** available for **iOS and Android**.

What happens when you join

- You'll enter the studio lobby
- You'll be asked to enter your name
- You'll allow microphone/camera access
- Joanne will then admit you into the studio

5) Top Tips for Great Audio

- Choose a quiet room with minimal interruptions (pets, children, building works, notifications)
- Use headphones to prevent echo
- Position your microphone close to you
- Keep your internet connection stable
- We'll do a sound check at the start and fix what we can together

6) Headshot (Needed for Promotion)

Please email a headshot to podcast@seechangehappen.co.uk:

- Ideally **800×800** or larger
- No text, heavy filters, or branding overlays
- An image you're happy to see used publicly

If you don't provide one, we may use your LinkedIn profile photo (quality can vary).

7) Rescheduling or Cancelling

If you need to reschedule, please use the link in your calendar invite.

If you need to cancel or change your mind, that's fine — **just give us as much notice as possible**.

8) After the Recording (Release + Promotion)

We'll edit your episode and place it into the release queue.

- We cannot guarantee a publication date (we often have **a queue of up to ~20 episodes**).
- As a guide, episodes are normally released **weekly on Thursdays at 07:30 UK time**.
- We don't fast-track episodes or "queue jump".

On release day, you'll receive an automated email at around **08:00 UK time** (please check spam/junk if it doesn't arrive).

We'll share promotional assets and we ask that you support the episode by sharing it within your network.

Key Participation Terms (Plain English)

By **submitting your details, attending, and participating in the recording**, you confirm you understand and agree to the following key terms. Full terms are contained in the Guest Engagement Agreement (PDF).

A) Unpaid Participation

- This is an unpaid guest appearance.
- There are **no fees** payable to you or from you.
- There are no royalties or ongoing charges at any time.

B) Editorial Control + Publication

- Joanne retains full editorial control.
- The episode may be edited for clarity, length, and relevance.
- Joanne may decide **not to publish** an episode.
- Publication timing is not guaranteed and follows the release queue.

C) Content Use, Repurposing, and Tagging

- Your episode may be promoted using clips, quotes, transcripts, and extracts.
- Content may be repurposed across platforms such as **LinkedIn, blogs, YouTube Shorts, TikTok, Instagram**, and other channels.
- Where appropriate, you may be **credited and tagged** using your preferred details/handles (let us know if you prefer not to be tagged on any platform).

D) AI-Assisted Materials

- We use AI tools to support transcripts, subtitles, show notes, and short-form clips.
- AI can occasionally introduce errors or present short extracts slightly out of context.
- We will take reasonable steps to ensure accuracy and context, and we will correct/amend content where reasonable once notified.

E) Data and Contact (Podcast Purposes Only)

- We will store your contact details for podcast scheduling, production, and promotion.

- We may contact you by email and via professional social platforms (e.g. LinkedIn) about your appearance.
- Your data will not be sold or used for unrelated marketing.

F) Withdrawal

If you change your mind, contact us as soon as possible.
If the episode is already published, we can consider removal, but we cannot control prior downloads or third-party re-shares.

Full Agreement (PDF)

Please review the full Guest Engagement Agreement here: Full PDF Agreement