



We're delighted that you'll be joining us on Inclusion Bites Podcast

Who is the Audience and its purpose:

Inclusion Bites is a podcast series where Joanne Lockwood chats to some pretty amazing people and simply has a conversation around the subject of inclusion, belonging and generally making the world a better place for everyone to thrive.

The Show Format:

We block 90 minutes for the show to allow for a chat before the official recording begins. This means the recording usually lasts around 60 minutes.

We record the podcast via Zencaster and publish audio only. The link to join is included within the calendar invite – if you have any queries, please contact us at: podcast@seechange happen.co.uk

This is a conversation between two business associates sharing their views. It is not intended to be formulaic or overly scripted. In the most part Joanne will use what the guest talks about to respond and ask questions. In general you don't need to do a lot of prep, so long as you have your own story and message to present.

Before the show:

To get you thinking, these are some questions you might want to consider in order to prepare your thoughts:

- A bit of background on you and what makes you tick?
 - Why is inclusion and wellbeing more important now than ever?
 - What are some amazing things you are doing?
 - What have been your personal challenges of the past?
 - We are in the new norm – what are we learning about the future?
 - What got you into what you are doing?
 - Do you have a book, service or something you'd like to promote
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When joining the call:

We will start the session on Zoom, and the link for this will be in the calendar appointment for the show, you will then be sent the link to Zencast in the zoom chat for the recording.

To access this will need to join using an up to date version Chrome or Edge Browser on either Windows 10 onwards or macOS.

You will enter the studio lobby and be asked to enter your name and allow access to your camera/microphone. Joanne will then open the Studio so you can join the call.

Top Tips:

We only record audio; we will have the video on just so we can see each other:

- Try and find a location where you won't be interrupted with minimal background noise
- We recommend wearing headphones
- We recommend using an external microphone from your computer
- Please check your Wi-Fi connection.
- Please note the platform does not support tablets or phones.

In the intro we will do a sound check and can iron out any problems together.

In advance:

If you haven't already done so, can you please send us your preferred headshot, ideally of at least 800x800 resolution without any text or branding, that we can use in our promotional material to podcast@seechangehappen.co.uk.

If we don't receive one, we will use your LinkedIn profile picture, although this can sometimes be low quality.

Should you need to reschedule the podcast for any reason, please use the link in the calendar invite.

After the show:

We aim to publish the podcast as soon as possible after recording, depending on how many we have in the queue. These generally go out on a Thursday morning at 07:30 UK time.

We will let you know in advance and hope you will help us promote it on your own channels.

General Terms and Conditions:



- The completed podcast recording will be held by Joanne Lockwood (Joanne) “as-is”, together with the information contained in your application form for the podcast and will be shared using various internet and on-line social media platforms and podcast stations.
- Unless specified or agreed otherwise only the audio channel of any recording will be used. Any video captured will not be used and will be deleted afterwards.
- Joanne will proactively distribute the episode contents and may well use transcripts or extracts from the episode. You are most welcome to share, download and keep copies for your own use or to share for promotion.
- Inclusion Bites and Inclusion Bites Listen are styles and branding adopted and owned by Joanne for this podcast series. Joanne retains the copyright to the recording together with any derived assets or branding in its entirety.
- There is no guarantee that the podcast recording will be used and released, or for how long the recording will remain available for downloading.
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