Podcast Manual

1. **Find a subject in which you are interested.**

   • Do not hesitate to be critical! If you want to discuss your idea(s), just join the Contemporary Matters Stammtisch to talk about it.

2. **Find people with whom to talk about it.**

   • Talk to someone you are interested in or with someone about something you are interested in. Ask a friend or ask Contemporary Matters to join you—flying solo is also fine!

3. **Get a recording device.**

   • Use your smartphone, however, iPhones might not deliver the best quality. You can also ask Contemporary Matters to lend you a recording device.

4. **Find a quiet place to talk.**

   • Make sure there is not too much background noise and be careful of putting glasses on the table while recording.

5. **Aim for the podcast to be between 20 and 30 minutes.**

   • Keep track of the time using a watch.

6. **Be prepared!**

   • Do some research, prepare some questions in case you are conducting an interview. However, don't stress yourself—it's all about spontaneity! This is a conversation, you should enjoy it.

7. **Think about the introduction to the podcast.**

   • Everyone who is on the podcast should introduce themselves by name so the listener knows who is speaking. Add the name of the place you're at to situate the conversation. The date is not necessary. Frame the topic in a short sentence and dive right in!

   • A suggested introduction: "Welcome to the Contemporary Matters podcast! Hi, my name is Slim Shady and today I am talking to [*Judith Butler* saying her name], [*Donna Haraway*

saying her name], and [*Michel Foucault* saying his name] about the role of feminism in Hip Hop culture. We are at Café Heumarkt in the third district of Vienna."

8. **Remember the closing statement.**

    • Thank the participants and your audience for listening.

9. **Send the audio file to Contemporary Matters for post production.**

    • You might need to use a filehosting service like WeTransfer if the file is too large. Choose an image for online publication and make sure there is no copyright. You can use Google image search → tools → usage rights → labeled for noncommercial reuse with modification.

10. **Decide on keywords and links you would like to add.**

    • We selectively hyperlink references and additional sources of information on the topics mentioned in the conversation.

11. **Wait for publication.**

    • It might take us some time to edit the podcast and add our jingle. If you want additional feedback, contact us at any time!