Getting Ready for <u>CISO Chair</u>TM with Ashish

Your Riverside.fm Guest Guide:

We're thrilled to have you join *Ashish* on <u>CISO Chair</u>TM (<u>cisochair.com</u>)! To ensure a smooth and high-quality recording, we use <u>Riverside.fm</u>, a platform that records your audio and video locally for the best possible sound and picture, regardless of internet fluctuations.

Here's a simple guide to help you prepare and feel comfortable:

1. The Tech Setup (The Nitty-Gritty, Made Easy)

No need to be a tech wizard! Just a few quick checks:

- <u>Browser is Key</u>: Please use the latest version of Google Chrome or Microsoft Edge on your laptop or desktop computer. These browsers work best with <u>Riverside.fm</u>. *Please avoid using incognito mode*.
- <u>Stable Internet</u>: A reliable internet connection is super important for a smooth session.
 - Wired connection (Ethernet cable) is best if possible it's like a direct line to the internet!
 - If you're on Wi-Fi, try to be close to your router.
 - Quick Tip: Before we start, close any other apps that might be using your internet (like Dropbox, Google Drive syncing, or even other browser tabs) and pause any VPNs. This frees up bandwidth just for the podcast!
- <u>Computer Power</u>: Make sure your laptop or desktop has at least 8GB of RAM and at least 2-5 GB of free storage space. This helps <u>Riverside</u> record your high-quality files without a hitch.
- Mobile Devices (if you must): If a computer isn't an option, you can use the <u>Riverside.fm</u>
 iOS App (for iPhone/iPad) or <u>Android app</u>. Please do <u>not</u> try to use your phone's browser
 for <u>Riverside</u>.

2. Your Audio & Video (Sounding and Looking Your Best)

This is where we capture your insights!

- <u>Headphones</u> (Highly Recommended!): Wearing headphones is the #1 thing you can do for great audio. It completely eliminates echo and feedback, making you sound crystal clear. Wired headphones are usually best, but good quality wireless ones work too.
- Microphone (Your Voice, Clear as Day):
 - If you have an external USB microphone, that's fantastic!
 - Your computer's built-in mic will work, but an external one typically sounds better.
 - Please avoid using AirPods or other Bluetooth earbuds if possible, as they can sometimes cause audio issues.
- <u>Camera</u> (Your Face, Clearly Seen): Your computer's webcam is perfectly fine! If you have an external webcam, feel free to use it.
- <u>Your Environment</u> (Silence is Golden): Find a quiet space where you won't be interrupted. Turn off any fans, air conditioners, or other noisy appliances. Let anyone else in your space know you'll be recording for a bit!

3. Joining the Session (Just Before We Start)

Ashish will send you a unique link to join the studio. Here's what to do when you get it:

- Click the Link: Open it in Chrome or Edge.
- Quick Restart: If you already have Chrome or Edge open, it's a good idea to quickly quit and restart it before clicking the link.
- Close Other Tabs: Keep only the <u>Riverside.fm</u> tab open.
- Grant Permissions: When prompted, click "Allow" for your microphone and camera. Riverside needs these permissions to record.
- Select Your Gear: In the "green room" (a waiting area before you join), you'll see dropdown menus. Please select your preferred microphone, camera, and headphones/speakers.
- Enter Your Name: Type in your full name clearly so Ashish knows who's who!
- "Do Not Disturb": Put your phone and any other devices on "Do Not Disturb" to avoid any notification sounds during our conversation.

4. During and After the Recording (You're All Set!)

- Relax and Chat: *Ashish* will guide the conversation. There's also a chat window in Riverside if you need to type a guick message.
- Stay Connected: Please stay in the <u>Riverside</u> session until you see a confirmation message that your files have finished uploading. <u>Riverside</u> records your audio and video directly on your computer, and it needs a moment to upload these high-quality files to the cloud. This usually happens automatically in the background.
- No Worries if You Disconnect: If for any reason you get disconnected or need to leave early, don't worry! Your recording is safely stored on your computer. Just go to riverside.fm/upload in the same browser and computer you used, and your files will finish uploading.

We're truly excited to have your expertise on <u>CISO Chair</u>TM! Ashish aims for engaging, insightful conversations, and by following these simple steps, you'll help us create a fantastic episode. If you have any questions at all before or during the session, please don't hesitate to ask!