



# Beyond Organised Podcast

## Audio File Information

We'd love to hear your voice and share your story on the podcast! Follow these simple steps to record and submit your audio contribution:

### 1. Choose a Quiet Space

- Select a peaceful environment with minimal background noise—such as a quiet room or even your walk-in robe—to ensure your message is clear.

### 2. Get Ready to Record

- Use a good quality microphone if possible (a smartphone or computer mic can work well).
- Speak clearly and at a comfortable pace. Introduce yourself briefly before sharing your message. (We can edit if absolutely necessary).

### 3. Recording Tips

- Treat it like a conversation with a friend.
- Don't worry if English isn't your first language—just give it your best shot. Authenticity matters more than perfection.
- Aim to keep the recording as short as possible, but don't over think it. Take your time; it's okay to pause and collect your thoughts.
- If you have a question, start the phrase with, "My question is...". It's ok to give some background first, we may edit if it's too long though.

### 4. File Format & Quality

- Save your recording in MP3 or WAV format (WAV is best).
- If the audio quality isn't perfect but we can understand your message, don't worry—we'll do our best to convey your story on the podcast. In some cases, we may transcribe and read it out.

### 5. Submitting Your Audio

- Attach your audio file to an email.
- Include your name and a brief description of your message in the email body.
- Send your submission to: **podcast@beyondorganised.com** with the subject line "Podcast Audio Submission."

### Consent & Disclaimer

By submitting your audio file, you grant Beyond Organised permission to use your recording for podcast episodes, digital marketing, and related promotional activities. You acknowledge that your audio may be edited for clarity, length, or to better convey your message. Any edits made will be solely for the purpose of enhancing the listener's experience and will never alter the intended meaning behind your words. If the audio quality is poor but the message is clear, your submission may be transcribed and read aloud on the podcast. Thank you for sharing your voice and contributing to our community!