

The below information, guidelines, and conditions summarizes the use of SmithWeekly Discussions for our guests and for our audience. By using our show in appearance as a guest or listening to our show as audience, you must be aware and agree to the following:

PART 1 - FOR THE GUEST

1. Show Host

The show host is Andrew Weekly, Founder & CEO of SmithWeekly Research.

2. Audiences

The show has a total audience of approximately 6,200 which include retail investors, funds, organizations, sector CEOs, accredited investors, high net worth, and a general audience. Our audience is compiled from our website registered members, direct email lists, Twitter, Youtube, iTunes, Google Podcasts, Spotify, Facebook, and LinkedIn followers. Depending on the subject matter, our shows are extended via other audience channels with potential exposure of an additional 5-8 thousand audience. Extension is not guaranteed.

3. Recent Guests

We've had a number of highly credible and satisfied guests all of which can attest to the integrity of our show. Our channel at YouTube is a good way to see the guest list of our show: bit.ly/SWR-YouTube

4. Scheduling

The show is typically booked weeks and months in advance. We schedule each guest with full preference for their schedule. All scheduling is completed and confirmed by the host. The schedule is private to only the guest and the host.

5. Show Technology

Our show uses GoToMeeting, a widely accepted and globally recognized online conferencing system. The system allows for connection by smartphone application, conventional landline dial-in, cell phone dial-in, computer phone, and computer/tablet access via web link.

6. Show Format

The show is audio only, no video. The show is recorded between the host and the guest(s) only and is not a live show. The show uses an introduction by the host which also covers a very brief introduction of the guest and guest organization, if applicable. Prior to the show, the audience will have an opportunity to submit questions for host review and integration into the discussion. If there are too many questions or the show time exceeds beyond one hour, the host may drop questions to meet the time limitations that have been stated by the guest. We do not provide the guest with questions in advance to the show however the topics and sample questions can be provided upon request. The goal of the show style is to be unscripted, candid, and non-promotional.

7. Connecting to the Show

At the scheduled start time, you must connect to our GoToMeeting conferencing system using the various methods available in order to join the show. We cannot call you to hold the discussion. The specific connecting web links, phone numbers, and entry code will be provided to you upon a confirmed booking for the show. Guests who are not familiar with the GoToMeeting system should test the system using the information provided by the host in order to get comfortable with use.

8. Audio Quality Tips

A quiet office/home desk setting is preferred with a comfortable chair. Speaker phones and conference room devices are discouraged due to poor audio quality. Avoid open rooms with echo which is often associated with conference rooms. The smartphone GoToMeeting application or computer connection is preferred for best audio quality. If using a computer, some type of headset setup will likely improve your audio over using only the computer by itself. If using a landline, it is best to speak into the handset while being held in your hand and not using speaker phone. For silence purposes, please inform any nearby people that you are doing a recording and to prepare accordingly to maximize silence.

9. Timing

Show timing is open ended but on average lasts between 30 minutes to 1 hour. Depending on the guest style and elaboration level, the time could be longer or shorter. Guests should set aside at least 1.5 hours in between appointments, at a minimum, to have sufficient time for the show and not be rushed. This time includes some allowance for pre/post show discussion as well as a bit of time for technical issues. Please do not schedule a show with any less than 1.5 hours set-aside. The host will open the show ~5 minutes before the scheduled start time.

10. Recording the Show

After connecting to the show and when the guest is ready, the host will start recording in which you will hear a distinct notification of the recording start. Once the recording is started, the host will then request the consent of the guest to be recorded and that it has read and understood our show conditions. Once consent is provided, then the show will proceed with the host introduction. Once the show is complete as indicated by the host closing statements, the host will stop the recording. You will hear a distinct notification once recording has stopped. Stay on the line for the host to wrap up post discussion.

11. Discussion Approval

The approval process is a courtesy to the guest. Within ~3 days of recording, the host will present the completed audio MP3 file to the guest for review and approval. The audio for approval will be posted to our website with a custom link allowing the guest to retrieve the audio. The audio is edited for technical purposes only and is not edited for content. All editing is done by the host for the purposes of privacy and content control. The guest may notify the host of proposed edits and the host will conduct any and all editing. If the guest requires editing of their audio, we allow a one-time edit of those items. The approval process is a courtesy to the guest. However, failure of the guest to provide approval within 7 days from host request for approval may result in the show being released "as is". If we determine that any edits are material to the discussion, the release will be accompanied with a notice of edit. The guest may edit their audio side while the audio side of the host will only be edited at the discretion of the host. In the event the guest and the host cannot agree on the editing, the show may be thrown out and the audience will be informed of the cancelled show. Alternatively, the host, at its sole discretion, may revoke the approval process and will rely upon the prior consent provided at the time of recording.

12. Feature Image Requirements

The host will need, sent by email, the proper name, title, organization logo, website, and portrait image for the guest. The portrait of the guest should be a higher resolution image of sufficient size so it can be modified to produce our intended feature image which is a "circle cut" portrait. Higher resolution is needed to avoid a low quality final image that might appear distorted or pixelated. The final image will be sent to the guest for reference. If samples are needed of our feature image, please inform the host. We encourage all guests and returning guests to provide multiple different portrait images that are at the office, in the field, leisure, and/or otherwise for purposes of choice and for breaking up the guest appearance not being the same.

13. Release

Most shows are released within 2 weeks or less. The time it takes for guest approval and the current release queue of the show will determine when the show is released. We attempt to have each show released within 3 weeks of recording, if not earlier. On request of the guest, shows that are time sensitive and need expediting can be processed typically within 24 hours or less. The faster the approval the faster we can get the show in the release queue. The host makes best efforts to be timely and we expect the guest to do the same.

14. Show Promotion

At the sole discretion of the host, our Twitter release featuring the guest may be promoted via Twitter Ad systems to gain additional audience exposure. SmithWeekly Research covers this cost and promotion, if any, and is decided upon by the host on a guest by guest basis and internal budget factors.

15. Show Analytics

We do provide basic show results at the request of the guest when the show has had reasonable audience saturation time. Please contact the host if this information is desired. Certain results will be provided from the release channel such as YouTube where you can see the views and interaction by the audience. Twitter also provides some information and interaction related to the specific post.

16. Expenses

Depending on the guest type, a production fee may apply. Guest-side costs, if any, are responsibility of the guest. Below are the conditions applicable for featuring a guest and if production fees apply:

- a. Non-solicited companies and non-solicited individuals who wish to appear on the show will be charged a fee based on what type of guest and the intent of the guest. The current fee schedule and details are found [HERE](#).
- b. Non-solicited guests will never receive a recommendation under a status where they have paid a fee to be on the show. On the rare occasion where SmithWeekly determines at a later time that we do want to recommend a service or company that has already paid a fee, that fee will be fully refunded and we'll note that to our members in such event.
- c. Portfolio companies, services, and related guests will not be charged any fees. Guest invites that we originate will not be charged a fee.
- d. Shows that have paid fees will be noted as such in the footnotes on our main distribution channel, YouTube, and any other places we determine, but at a minimum, via YouTube notes.

If a production fee applies to you, the current fee schedule and details are found [HERE](#).



17. Donations

Support of our show is appreciated. The host will accept donations on a case by case basis if the guest wishes to provide one. See bit.ly/SWR-Donate

18. Returning Guests

Guests are allowed to return for a total of 2-3 times per year at the sole discretion of the host. Companies that are covered at SmithWeekly Research have preference and may appear more than 2-3 times per year as long as the show use is not abused and it is not overly saturating as determined by the host and/or audience feedback.

19. Responsibility & Agreement

The host and SmithWeekly are not responsible for content provided by the guest. The guest is responsible for their own conduct, the information they provide and what they decide to say while under consent to be recorded. By appearing on our show, the guest agrees to the guidelines and conditions set forth in this document.

20. Redistribution & Awareness

Upon release, we encourage the guest to share the show featuring them to their audiences and contacts in order to gain maximum exposure effectiveness. The guest might do this via their own website, news release, direct email list, Twitter or other social media.

21. Special Events

Upon request of our guest, SmithWeekly Research can consider the organization of special events that may include a special guest appearance by the host (if the company is covered at SmithWeekly or as determined by the host), and dedicated online presentation/video events organized by SmithWeekly for the guest. Please contact us directly if you are interested in our special event offerings. Typically, these special events are free to the guest unless special production costs are incurred by SmithWeekly which will require reimbursement of cost only.

22. Cancellations or "No Show"

Cancellations are appreciated with advanced notice as we put in extra time and effort into each show during the days prior to the scheduled recording. We will allow reschedules but these reschedules can be, potentially, put weeks or months ahead due to existing show schedule management. A "no show" means that the scheduled guest does not show up at the scheduled time. If a "no show" occurs, it is up to the guest to reschedule. We may also reach out, in good faith, to the guest to reschedule. If no response occurs, we'll queue the show for cancellation. Because we announce confirmed shows to our audience, we will wait 30 days for a reschedule confirmation period. If we don't hear from the guest after this waiting period, we will announce cancellation to our audiences.

We look forward to having you on...



PART 2 - FOR THE AUDIENCE

1. Show Availability

You can access SmithWeekly Discussions via our [website](#), [Youtube](#), [iTunes](#), [Spotify](#), [Google Podcasts](#) and access show announcements via [Twitter](#). You can download MP3 audio files of the show from our [website](#).

2. Audience Submissions

The host accepts questions from our audience. To make sure that we receive audience questions, they should be submitted via the options shown at this link: bit.ly/Contact-SWR

Questions submitted through channels outside of our website or direct email may not get picked up. To ensure your question is received, you must email us or use our website message system. Questions submitted on social media outlets may not get acknowledged nor collected. The host reserves the right to modify any submission for any reason. Due to time limitations, some questions may not get asked. Duplicate questions are removed however credit for all proper submissions will be provided during the show introduction using the submission handle of the submitter or the first name and last initial, if provided. Submissions that do not have sufficient information to attribute credit will not be credited. Anonymous submissions are accepted and will not be credited however please make it clear that the submission is to be anonymous. The host reserves the right to reject any submitted question at its sole discretion. Submissions that are not pertinent to the discussion may not be considered by the host.

3. Incomplete Discussions

Due to time limitations and certain areas of discussion, the audience is cautioned that all information and details discussed on the program is generally incomplete. The audience must perform their own due diligence, investigation, research, and review of all publicly available information concerning the guest, the company, and the topics discussed. The audience should not rely solely on single or multiple discussions with any guest.

4. Appearance Non-Interpretation

Guest appearance on our show is essentially meaningless as far as our view is concerned. Guest appearance is for educational, informational, and entertainment purposes. It should not be construed as some form of positive view or approval by SmithWeekly Research or its host. A guest appearance is not a recommendation. In order for our show to continue year after year, the audience must understand that our show will present guests that we may not be favorable of, guests we have no opinion of, and guests that we have a positive view of. If this was not the case, then our show would be considered completed and out of guests to talk to. We encourage all audience to pay attention to our letters, reports, and publications that specifically offer our view and recommendations.

5. Show Costs & Support

The show costs are covered by SmithWeekly Research. The audience can donate to SmithWeekly Research to support the show, see bit.ly/SWR-Donate if you've gained value worthy of a donation.

6. Release Schedule & Future Episodes

The show aims to release one new episode each week, targeting 52 episodes per year. Depending on audience and guest demand, the host may elect to produce more or less episodes. The host may decide to reduce new episodes due to time obligations focused on core tasks at SmithWeekly Research. SmithWeekly Discussions is a supplemental feature of SmithWeekly Research. The show may be suspended or cancelled at any time by SmithWeekly Research.

7. Recording / Release Dates

The show usually will release on Tuesday of each week but is ultimately determined at the discretion of the host. The recording date of the show is embedded in the MP3 file that can be obtained from our website. The release date is the actual date of release to the audience.

8. First & Special Access, Elite Members

The Elite members of SmithWeekly Research have early access to most of the show episodes and in some cases, special extended discussion features with certain guests of interest to the Elite members. You must be an Elite member to get this special access.

9. Guest Scheduling

The host does not provide exact times in which guests are scheduled for the show. The announcement of an upcoming guest on our show does not mean that the guest will actually appear. Guest announcements are made when the guest has confirmed a date/time/zone that have been agreed upon. The guest may reschedule or never appear. A cancellation announcement will be made at the discretion of the host when it is determined that the guest has continuously failed to meet its promise to appear.



Thank you for listening to...



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SmithWeekly Discussions was setup to give the audience of SmithWeekly Research additional insights, non-promotional candid discussion, and questioning that is unconventionally fresh. This is an unscripted audio discussion that takes place in our virtual conference room. Questions are solicited from SmithWeekly Research Audience as well as questions generated internally. We do not provide guests any questions upfront nor do we allow any scripted attempts by our guests. Audio is edited for technical purposes only. If the discussion is requested by the guest to be edited for content reasons, we will review the content and render a decision to edit. If the discussion is edited for content reasons, the audience will be informed. SmithWeekly does not pay the guests who come on this program nor does SmithWeekly accept any compensation from the guests or the companies they represent. SmithWeekly Discussions is a free program that is at the expense of SmithWeekly. This program is a private discussion and everything contained herein is for entertainment and educational purposes only. The opinions expressed in this discussion are those of the host and guests. They do not purport to reflect the opinions or views of SmithWeekly Research. Nothing in this discussion constitutes a recommendation of any company mentioned nor does the appearance of a guest representing a company mean SmithWeekly has a positive view of the company or companies mentioned. SmithWeekly Research, with or without notice, may determine to change our policies at anytime. Any reproduction, copying, or redistribution, in whole or in part, is prohibited without written permission from the SmithWeekly Group. Written versions (transcripts) may be inaccurate and may not fully discern the audio version in the way the speakers intended. Translation errors and data errors may exist in the written version. By listening to, using in any way, downloading, reading or using our website, you automatically agree to our Terms of Use: <https://bit.ly/SWR-TERMS>

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