

CONSIDERATION CHECKLIST

- When choosing a speaker, do not only pay attention to their expertise but also their storytelling and presentation skills. It is much harder to listen to a monotonous speaker compared to a dynamic conversationalist.
- What topic/s do you want to cover? If this event is a follow-up or you already know who will attend, ask participants to submit their open questions in advance.
- Don't be afraid to verbally repeat the core topics and themes during the interview as it helps to reinforce the point with learners.
- Good audio quality goes a long way. Check the audio quality of the guest speakers and provide a good microphone if needed.
- A good podcast is not an interview but a lively discussion and exchange of ideas, experiences, and knowledge. To make the most out of a conversation consider the following two points:
 - We are wired to be taken in by stories and remember them. What questions can spark and elicit stories?
 - Learning happens when there is a constructive level of disagreement. What are the tensions and contradictions to be discussed about the chosen topic?

Sound effects: When starting the Podcast Style method, play a short intro sound. Do the same when transitioning to a new topic to make it easier for the learners to follow. When closing the conversation, play the same sound you used for the intro to signal that the conversation is closed now.

Taking a walk: Whenever learners don't have to look at the screen, encourage them to go out and enjoy the conversation while taking a walk. A 60-minute podcast conversation leaves enough time for learners to go outside and be back when the online session continues or ends.

Follow-up: When there are more questions than time in a Q&A session, record a short conversation with your guest speaker on the most popular questions and send the recording to attendees. Don't forget to include sound effects and keep the last two points of the checklist at the back of your mind when talking with your guest speaker.