



Instructions for JISAKOS Podcasts

Dear Author/Expert,

Because you are the author or coauthor of a paper published in the latest issue of the journal, or you are a recognized expert on a subject covered in a recently published paper, you are invited to join in on an upcoming episode of the *JISAKOS* podcast.

We would like to schedule an interview with you as soon as possible. If you are interested in participating, *JISAKOS'* Social Media Editors, Emmanouil Brilakis and Andreas Voss, will send you an invitation to join a call on Zoom. If you are unable to participate in a live interview, social media editors will send their questions to you so that you may record your responses separately and send them in.

If you choose to record your answers separately, you are welcome to use any software with which you are familiar. If you do not have previous experience with recording audio, please follow the instructions below:

1. Sign up for a VoIP software such as Zoom (<https://zoom.us/>)
2. Download and install the application to your laptop/desktop/tablet
3. Sign in to zoom with your e-mail and password and open the application
4. Select | Host a Meeting
5. Select | Join with computer audio (video off)
6. Move the cursor to reveal the toolbar with menu options at the bottom of your screen. Check the microphone icon in the lower left corner. Select | Record
7. Record your answer(s)
8. Select | Stop recording
9. Select | End meeting
10. Select | End meeting for all
The recorded file(s) will be automatically converted to mp4
A window opens showing the folder where your files has been saved. The recording is named "Zoom_X.mp4 (the X is a number). You can check the quality of your recordings before sending it.
11. Select the files and send them via e-mail to Dr. Brilakis or Dr. Voss at the following address: jisakos@jisakos.com



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Regardless of how you choose to participate, the following guidelines should help you make your contribution a compelling and enjoyable experience.

- Record in a quiet room with a relaxed atmosphere.
- Warm-up your voice. If you need guidance, useful warm-up exercises can be found on YouTube.
- Speak loudly and clearly but try to be friendly and relaxed. A good podcast should sound like a conversation between colleagues or friends.
- Avoid touching your microphone, particularly if you wear bracelets, rings, or other jewelry. Similarly, do not handle papers or other objects in your workspace. Your microphone will likely pick up those sounds, reducing the quality of the recording in the process.
- If you record your answers separately, you are welcome to prepare individual files for each question or include all of them in a single file. If you choose to record everything in a single file, please pause for 2 to 3 seconds after each answer or say “my answer to the next question is as follows” so that the social media editor can edit the podcast appropriately.

Please do not hesitate to contact *JISAKOS'* Social Media Editors for any additional help or troubleshooting.

We look forward to your contribution and appreciate your participation.

On behalf of the Editorial Board of *JISAKOS*,

Niek Van Dijk
Editor in Chief

Emmanouil Brilakis
Social Media Editor

Andreas Voss
Social Media Editor

Chanakarn Phornphutkul
Social Media Editor