



Recording Parameters

Please regard these parameters as guidelines and not hard rules.

Recording Time

Currently we don't set a requirement on time. The general thought is anywhere from fifteen minutes to an hour. Whatever it takes to properly tell the story.

Recording Intro

Currently we have no expectations for a specific intro either, though we imagine it might go something like this:

1.	Introduce Podcast	"Hello and welcome to the Inclusion Catalyst!"
2.	Introduce Yourself	"I'm Jane Doe, your host for this episode. I design cold-fusion power converters."
3.	Introduce Your Guest	"Today, my guest is Marty McFly, who is a time traveler.... How are you, Marty?"

Recording Exit

Similarly, we imagine the exit would go something like this:

1.	Praise and Plug Guest	"Marty, your story is amazing. If a listener wanted to be in touch with you, how would they go about doing that?"
2.	Plug Yourself	"I'm Jane Doe. You can learn more about my work at..." Or, "...please let me know what else you'd like to talk about on the Inclusion Catalyst..."
3.	Thank Audience	"Thank you for joining me for this episode of the Inclusion Catalyst. We welcome your feedback via the Inclusion Catalyst website: InclusionCatalyst.com ."