



## TIPS ON RECORDING YOUR **SOUND ADVICE** PODCAST

The Section of Litigation's Sound Advice library is a collection of 8-12 minute podcasts offering tips and advice from experienced litigators. These can be on anything that may be helpful or of interest to other lawyers.

You can record a Sound Advice podcast on your own phone or computer.



### **Step 1**

Jot down a simple outline of the points that you would like to make. Think of this as a road map that will lay out the content and scope of your Sound Advice Podcast.



### **Step 2**

Recording is best done on a phone. All iPhones and Android phones should have an app to record audio (usually called something like Voice Memo, Voice Recorder, etc).



Please preface your recording by telling us:

- Who you are
- Where you work
- What you're going to talk about



### **Step 3**

Please fill out this [Submittal Form](#) so that we have enough information to describe your Sound Advice segment on the website. The title should be **simple and concise**.

- Be sure to sign and attach a copy of the [Sound Advice Podcast Speaker Release Form](#).
- Upload your audio file and submit! (If you have any trouble uploading the file, you can email it to: [soundadvice@americanbar.org](mailto:soundadvice@americanbar.org).)

After we receive your submission, we will contact you regarding next steps. Questions? Please contact Heather Nichols, Committees Manager, at [heather.nichols@americanbar.org](mailto:heather.nichols@americanbar.org).