

Non-Studio Membership Guide

2020 - 2021



Cam FM

CAMBRIDGE AND ANGLIA RUSKIN STUDIO RADIO LIMITED | COMMITTEE@CAMFM.CO.UK

Table of Contents

Welcome to Non-Studio Membership	2
Hello and welcome to the Cam FM Family!	2
A bit of history... ..	2
Non-studio Membership	2
Station Manager's Welcome.....	3
Meet the Committee, 2020 - 21	4
Consultants, 2020 - 21	5
Useful links.....	6
Cam FM	Error! Bookmark not defined.
Social Media	Error! Bookmark not defined.
Ofcom Regulations	Error! Bookmark not defined.
Top Tips for recording your first show!	7
Ofcom Policy	8
What's (Not) Allowed on Air?	8
Election Period Rules.....	12
Cam FM Guides	13
Making a Show at Home.....	13
Podcast Guide	15
Applying for a show.....	17
Interview Guide	18
Where to find us.....	20
ARU Studio	20
Upgrading to studio membership	21

Welcome to Non-Studio Membership

Hello and welcome to the Cam FM Family!

You are now a member of one of Cambridge and ARU's most diverse, active and sociable societies. Cam FM is by far the most exciting thing to get involved in during your time in Cambridge. You'll meet new people, receive some amazing professional opportunities and have buckets of fun producing your own show or working on some of our celebrated outdoor sports and music broadcasts. As Cambridge's only student-run radio station, we are a unique media source and work to create interesting and engaging content. We hope you'll enjoy working with us!



A bit of history...

Originally founded in 1979, Cam FM is now one of the most heavily listened to student radio stations in the UK. Our recent achievements include landmark outside broadcasts: Lent and May Bumps, ARU and CUSU Freshers' Fair, the Varsity Boat Race, alongside international broadcasters; and the Varsity Cricket matches, alongside BBC Radio Cambridgeshire and Oxford.

We've also won prestigious awards from both the Student Radio Association and the Radio Academy. Every year, we hold our own Cam FM Awards Evening. This is a fantastic way of recognising some of our best and most innovative contributors (as well as another opportunity for a good party!) and by November, you too could be winning an award!

Non-studio Membership

This guide is designed to help you navigate the various aspects of Cam FM when you aren't necessarily "in" Cambridge. We understand that it can feel a bit isolating not being in the Cam FM studios with a non-studio membership so we've created this guide to allow you to refer to various matters surrounding your membership. If for some reason you can't find what you're looking for, please don't hesitate to contact us:

- Head of Training (training@camfm.co.uk)
- Committee (committee@camfm.co.uk)
- Station Manager (stationmanager@camfm.co.uk)



Station Manager's Welcome

Welcome to the Cam FM family. You're now a part of the student radio station for the Universities of Cambridge and Anglia Ruskin – whether you're a student, member of staff, researcher or alum, I'm so excited to have you on board.

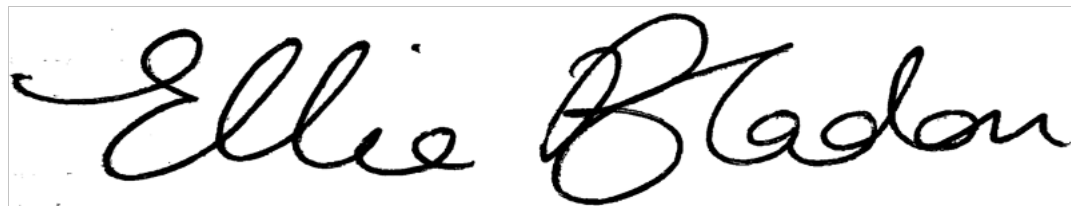
You're now ready to take your first steps on your radio journey, and who knows where you'll end up going. Dozens of alums have gone on to careers in local radio; at Heart, Sky and the BBC; CNN, BAFTA, and Downing Street. One thing's for sure: the skills, memories, and friends you'll make at Cam FM will stay with you for years to come.

Cam FM has been broadcasting continuously since 1st May 1979, making it one of the longest-running student radio stations in the UK. We do it all: live sports commentary, music, current affairs, interviews, entertainment, science, drama and so much more.

Cam FM gives you – the presenter – the opportunity to create the content that you want to create. Throughout my time at Cam FM, I've heard broadcasts and podcasts about country music, improvised drama, Welsh music, and even shipping forecasts. You've got the freedom, so use it: go wild!

All the details you need to plan, apply for, produce and edit a show can all be found in this guide. Its purpose is to provide all the reference information you'll need throughout your time at Cam FM, but if there's a question you can't find the answer to, please don't hesitate to contact your Cam FM committee at committee@camfm.co.uk.

Now go make some amazing radio.

A handwritten signature in black ink that reads "Ellie Bladon". The signature is written in a cursive, flowing style.

Ellie Bladon

stationmanager@camfm.co.uk

Meet the Committee, 2020 - 21



Station Manager

Ellie Bladon

stationmanager@camfm.co.uk



Deputy Station Manager

Lucie Richardson

deputystationmanager@camfm.co.uk



Junior Treasurer

Oliver Harris

treasurer@camfm.co.uk



Programme Controller

Matias Vanhanen

programmecontroller@camfm.co.uk



Head of Online

Jacob Baldwin

webmaster@camfm.co.uk



Head of Publicity

Louis Davies

publicity@camfm.co.uk



Head of Training

This could be you!

training@camfm.co.uk



Head of Music

Gareth Scourfield

music@camfm.co.uk



Head of Sponsorship

Uma Suri

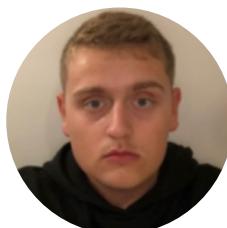
sales@camfm.co.uk



Head of Technical Operations

Andrew Ying

tech@camfm.co.uk



Head of Production

Cameron White

production@camfm.co.uk



Head of Sport
Cicely Norman
sport@camfm.co.uk



Head of News
Eliza Pepper
news@camfm.co.uk



Head of Social Events
Claire Coates
events@camfm.co.uk



Head of Speech
Philippa Somerset
speech@camfm.co.uk



Drama Commissioner
Jonathan Powell
speech@camfm.co.uk



Comedy Commissioner
Hatty Nash
speech@camfm.co.uk



Senior Treasurer
Professor James Clackson

Consultants, 2020 - 21

BUSINESS OPERATIONS AND FINANCE
CONSULTANT

Sam Holloway

TRAINING AND MEMBERSHIP
MANAGEMENT CONSULTANT

Dan Sayle

TECHNICAL CONSULTANTS

Jacob Baldwin

Tim Davies

MEDIA CONSULTANT

Sandy Mill

NEWS AND CURRENT AFFAIRS
CONSULTANT

Ben Weisz

BROADCAST JOURNALISM CONSULTANT

Merel van Schooten

POLICY CONSULTANT

Jake Boud

Meet our wonderful committee! They will be conducting training sessions and ensuring all Cam FM events run smoothly and in coordination with all University media activities. If you would like to get in contact with the any member of committee, don't hesitate to contact us using the above addresses! Alternatively, if you'd like to send the whole committee a message, simply email: committee@camfm.co.uk.

Useful links

Cam FM

- <https://www.camfm.co.uk/> - the main Cam FM website
- <https://forms.microsoft.com/Pages/ResponsePage.aspx?id=RQSlSfq9eUut41R7TzmG6eMc9VdPO9EkI5s5DWeKO1UQjFLT0xKMLc1UTVXWldPU085M1NMVUEyWS4u> – the form for applying for a show (Michaelmas Term 2020)
- <https://www.camfm.co.uk/player/> - a direct link to streaming Cam FM
- <https://www.dropbox.com/sh/d4ue8jmpqz6ro12/AADqnhAuPQqF8tmM2EdG6xwGa?dl=0&fbclid=IwAR28QcbEFPLVdwTlIdb5T64RptDh5ahD3ro3x3UYF6SCV5BwPHkdjd3ruQc> – Cam FM Cuedex A list tracks for member use only
- <https://drive.google.com/drive/folders/1jvFETqA1BYog5VWd2SSpQErkKMksEi1f> – Cam FM Cuedex B list tracks for member use only
- <https://drive.google.com/drive/folders/1UvGF4X43Bv71syObyB5NYWMOcNgqpYr-?usp=sharing> – Cam FM Beds for member use only
- <https://www.youtube.com/playlist?list=PLIAdf54fLZodKlKZp5p6c6dNW1nXbkO9w> – Cam FM Presenter Training Videos
- https://camfm.co.uk/media/logo_new/camfm-brandingpack.zip - Cam FM Logo and Branding

Social Media

- <https://www.facebook.com/camfm972/> - Cam FM's Facebook Page
- <https://www.instagram.com/camfm972/?hl=en> – Cam FM's Instagram Page
- <https://twitter.com/camfm972> - Cam FM's Twitter Page
- <https://www.youtube.com/user/CamFM972> - Cam FM's YouTube Page

Ofcom Regulations

- https://www.ofcom.org.uk/_data/assets/pdf_file/0016/132073/Broadcast-Code-Full.pdf - The Full Ofcom Broadcasting Code for both TV and Radio
- <https://www.ofcom.org.uk/tv-radio-and-on-demand/broadcast-codes/broadcast-code/section-five-due-impartiality-accuracy> - Ofcom News reporting
- https://www.ofcom.org.uk/_data/assets/pdf_file/0015/132081/Broadcast-Code-Section-6.pdf - Ofcom Elections and Referendums Broadcasting Code
- <http://static.ofcom.org.uk/static/radiolicensing/html/radio-stations/community/cr000193ba3camfm.htm> - Cam FM's Ofcom Licence

Top Tips for recording your first show!

1. **Have a show plan.** Whether it's a few songs or some discussion topics, it's always useful to have a little framework to help you through the show. For recording at home, it's best to print out the plan before the show.
2. **Check your surroundings are quiet.** Microphones are quite sensitive these days and a lot of background noise can be picked up. Make sure the room you're broadcasting from is quiet, there's little chance of someone or something disturbing you and you're not too near a road!
3. **Check the levels.** Check the levels on your microphone and make sure you, as well as any co-hosts you might have, are not peaking¹.
4. **Don your headphones!** You might have noticed that professional DJs wear headphones when presenting and broadcasting. This is because it enables them to be able to hear exactly what is being broadcast. There should be a headphone port for you to plug headphones in – either directly into your microphone or on your computer.
5. **Be mindful of content.** Cam FM is a politically neutral station and all efforts must be made to ensure Cam FM remains impartial and unbiased. Check out the Ofcom regulation guide that you'll find at the end of this document along with other regulations surrounding what you can and can't broadcast
6. **End the show.** Leave a small gap at the end to ensure a clean end to the show that you can edit in post-production.
7. **Edit!** Later in this guide you will find some examples of software packages you can use to edit your audio but the crucial thing is to ensure you can use the editing tools effectively and to create a great show! Don't be afraid to play around with some of the audio FX tools (compressor, EQ, filters) – or if you're not so comfortable with formal editing then keep it simple! Try to remove as much "blank space" (i.e. no sound or music) as possible.
8. **Check, check and check again!** Make sure you listen again to your recording having edited it. Are there any areas of audio you think might need recording? Perhaps there's a song with a swear you haven't censored. Just make sure you run through it one more time (even at 1.5x speed to save a bit of time) before you send it to us.
9. **Have fun!** The most important thing is to enjoy your time on the radio and, if you like, get involved with Cam FM's community by joining social events, participating in opportunities to commentate on sport or even join our committee.



¹ This is distortion caused by speaking or screaming too loudly for the poor, sensitive microphone. Even reducing the volume won't be able to restore the original sound so make sure you don't peak!

Ofcom Policy

Written by Jake Boud, Programme Controller 2019 – 20

What's (Not) Allowed on Air?

This document is intended as a **reference guide** for Cam FM presenters. **It should not substantively affect your creative freedom!** Use your common sense. Cam FM trusts you to be both sensible and creative, and to apply these rules when and where you need to!

This document is Cam FM's guide to **Ofcom regulations** (as found in the latest version of the Ofcom Broadcasting Code). It offers an **abridged summary** of those rules and regulations, not their complete version. It has **no formal bearing**. Any presenter unsure about interpretation of anything in this document should consult the [official Ofcom guidance](#) for more information, and/or email the Cam FM Programme Controller or committee.

These rules **apply to every show**, pre-recorded or live, that is broadcast on Cam FM.

In general:

'Broadcasters should be familiar with their audience and ensure that programme content can always be justified by the context and the editorial needs of the programme.'

Be careful and sensible. If you're not sure whether you can/should say or play something on air, don't!

Key Principles to be applied

- Be sensitive when discussing topics, ideas and opinions that could cause offence or that relate to crime.
- Be as fair, accurate, and impartial as possible, especially in matters relating to news and current affairs.
- Treat contributors to programmes fairly and without infringing on their privacy: be respectful.

Table of regulations

Relevant Ofcom section	Topic	Advice
1,2	Offensive topics/subjects: swearing, drugs, violence, sex, the paranormal, suicide and self-harm, hypnosis	<p>Never swear: this is Cam FM policy.</p> <p>Never condone, encourage or glamorise drugs, (incl. smoking, alcohol misuse, solvent abuse etc.). In context, reasonable adult discussion of drugs may be acceptable (e.g. in news or documentary programmes), usually with a content warning, and perhaps at a certain time of day.</p> <p>Never portray excessive violence; easily-imitable violence or dangerous behaviour. In context, 'appropriately limited' depictions of violence, usually with a content warning, and usually at certain times of day.</p> <p>Never broadcast BBFC R-18 material; 'adult sex material'; most sexual material. In context, discussion or portrayal of explicit material must strongly be justifiable (e.g. news programmes); it is best avoided where</p>

		<p>possible. It should have a content warning and should be confined to certain times of day.</p> <p>Never make demonstrations of exorcisms, occults, the paranormal for entertainment, except in context in drama, film and comedy perhaps with a content warning, and always at certain times of day. In context, treat demonstrations of these practices (where they purport to be real) with due objectivity.</p> <p>Never depict or discuss methods of suicide or self-harm.</p> <p>Never broadcast material in such a way as to hypnotise or cause adverse reactions among listeners.</p> <p>In context, simulated or fake news may be broadcast in such a way that an audience could not be misled into believing it to be real.</p> <p>In summary, never aim explicitly to cause offence without context or justification. Always provide an appropriate context for material that might cause offence. Context is crucial here. If in doubt about offensive subjects, contact the P.C.</p>
2	Competitions	Always make competitions and voting fair, do not mislead, make the rules explicit, and depict prizes accurately.
3	Crime and disorder	<p>Never broadcast material likely to encourage or incite crime or disorder (including hate speech). Never depict criminal techniques that might facilitate crime.</p> <p>Never discuss people or groups of people abusively or in a derogatory way.</p> <p>Avoid discussing ongoing criminal investigations.</p> <p>Always provide appropriate context when discussing or depicting criminal or disorderly actions/behaviour. (i.e. What does the programme set out to do? What 'position' does it take?)</p>
2,4	Religious programmes	<p>Never discuss views or beliefs of particular religion(s) abusively.</p> <p>Never promote beliefs by stealth or exploit your audience's susceptibilities.</p> <p>Always make clear the particular religion/religious denomination when it is the topic of a programme.</p>
5,6,7	Due impartiality and accuracy	<p>Always report news with due accuracy and due impartiality. Always correct significant mistakes in news quickly and on air.</p> <p>Always include and give due weight an appropriately wide range of significant views on matters of current controversy or public policy. Always adequately represent alternate views on these issues. Never include the views of Cam FM on such matters – nor ever include your personal views if you are on the Cam FM Board or are a Cam FM Committee member.</p> <p>If the programme is part of an editorially-linked series by means of which due impartiality is achieved, always make the series of programmes clear to the audience.</p> <p>If the reporter(s) or presenter(s) have personal interests that may affect the due impartiality of the programme, always make this clear.</p>

	<p>In some circumstances (e.g. 'personal view' or equiv. programmes), presenters may choose to express their own view(s). This must not affect the overall due impartiality of the programme.</p> <p>If you are a politician, you can never act as a newsreader, interviewer or reporter in news programmes.</p> <p>Never give undue prominence to particular views/people/bodies.</p> <p>Never misrepresent views and facts. Never omit, misrepresent or disregard important facts/details.</p>
6	<p>Elections and referendums coverage</p> <p>Always comply with due impartiality and accuracy rules, as well as Ofcom's specific elections and referendums guidance for election/referendum periods and election/referendum days (see specific election period guidance document).</p>
7	<p>Fairness</p> <p>Never treat individuals or organisations unfairly.</p> <p>Never interview or include under-16s without consent from their parent/guardian.</p> <p>In almost all cases, never seek material through misrepresentation or deception.</p> <p>Never represent contributions to programmes unfairly. Never omit or misrepresent important facts. This applies to all genres (e.g. dramas).</p> <p>If there is a situation within which an omission of an opportunity to contribute would be unfair to an individual or organisation, offer that opportunity. In the event that your programme is making a significant allegation, give the accused person/organisation good opportunity to respond. If that invitation is declined, this should be made clear on air.</p> <p>If the views of somebody <i>in absentia</i> should be represented, always do this fairly.</p> <p>Always make clear to contributors to programmes: the kind of programme; reason for contribution; time(s) of broadcast; areas of questioning; big changes to programme; contractual rights; whether they will be able to make changes (to a preview). This is 'informed consent'.</p>
8	<p>Privacy, consent</p> <p>Always be careful to respect the privacy of individuals and organisations in obtaining material for broadcast, esp. under-16s – always collect consent from relevant people. In almost all situations, never infringe on individuals' privacy.</p> <p>Always get permission from management when recording in private places.</p> <p>(Almost) always get permission from people before recording them (incl. telephone calls: identify yourself; explain the call's purpose; state that the call is being recorded). Callers to phone-in shows are deemed to have given consent to broadcast.</p> <p>If obtaining material for entertainment (only) by surreptitious means (recording; doorstepping; wind-up calls), always check that such actions do not constitute significant infringement of privacy and always obtain consent from identifiable persons before broadcast.</p>

	<p>Never record people caught up in emergencies or accidents. Never pressure people in distress to take part in recording. Never broadcast material involving trauma (past or present) that has potential to cause distress to victims or their relatives.</p> <p>Never reveal the location of a person's home.</p> <p>Fringe cases surrounding privacy (surreptitious recording, 'doorstepping', etc.) largely revolve around whether or not there is a story in the public interest, and whether or not that material might be obtained by other means. If in doubt about matters relating to privacy, contact the P.C.</p>
10	<p>Commercials, commercial references</p> <p>Always clearly signal programming associated with a commercial agreement.</p> <p>Always clearly separate adverts from your programmes (Cam FM usually achieves this through the top-of-the-hour jingle).</p> <p>Never make commercial references in news programmes.</p> <p>Never allow a commercial arrangement to affect your selection of music.</p>
11	<p>Charity broadcasts</p> <p>Always broadcast charity streams free of charge and free from commercial arrangements with that charity.</p> <p>Always make clear the purpose of the appeal and the amount raised when making appeals for donations.</p>

Special notes for this table

- 'In context' refers to material being 'editorially justified'
 - Certain material might be editorially justified only if it is broadcast at certain times of day (see below), or it is a certain kind of programme (perhaps e.g. documentary), or it is broadcast with certain context or has disclaimers (explicit verbal warnings about material).
- 'Certain times of day'
 - Certain material might be editorially justified only if broadcast 'at times when children are particularly likely to be listening'. Interpretation of this rule may or may not be obvious. If you're worried about whether material is suitable for your timeslot, check with the Programme Controller.
- 'Due impartiality'; 'due weight'
 - These are especially important for programmes discussing issues and items in the news. Impartiality is 'due' as it might not apply in an equal manner to every *single* view but consists of being impartial on all the main *appropriate or relevant* views *in context* (especially in matters of current political or industrial controversy).
 - These views will be accorded 'due weight' relative to their importance, standing, or relevance – again, in context. In practice, this might mean that the main arguments and counterarguments are discussed equally, and 'fringe' arguments to a lesser extent, or not at all. For more information about these principles, consult the Ofcom guidance (esp. Section 5).

Election Period Rules

Rules as Normal – RECAP

- **Due Impartiality**
 - Adequately to the subject matter of your programme, you must be as impartial as possible when covering news stories (especially big current ones!).
 - Do not give undue prominence to particular views, opinions, or people.
- **Due Accuracy**
 - News should always be reported factually, to the most accurate degree possible. If you make a mistake, you should correct yourself on air
 - You cannot misrepresent views and facts on the radio

Specific Election Period Rules

- **Due Weight to Election Coverage**
 - When reporting on the election in our constituency (Cambridge) you must give appropriate weight to the parties and independent candidates standing
 - 'Due weight' means considering evidence of past (*last two election cycles*) and current (*opinion polls*) electoral support
 - *This means:* making sure that you are fair and unbiased – be impartial on the election, and report fairly on the wide spectrum of views in Cambridge and the wider country.
 - 'Due weight' might be achieved over a series of programmes you're doing. This is fine, as long as you make it clear throughout that this is part of a series. Emphasise it!
- **Never, ever** encourage voters to support particular people / parties!
- **Features or interviews with / about candidates**
 - Cam FM encourages you to interview or run features on election candidates! But if you do, you must give the same opportunity to all opposing candidates who enjoy past and/or current electoral support (see above), whether local or national
 - *In practice:* if I wanted to interview (or have a debate, or even do a segment on) the **Lib Dem** candidate for Cambridge, I would also offer an interview to **Labour**, **Conservative** (possibly also **Brexit** and **Green**)
 - If one or multiple of them couldn't make the feature, I could still go ahead, but would mention this on air, and (where appropriate) provide their (or their party's) views as a counterpoint to those guests' views who are present – you must give airtime to the absent candidate(s) in order to remain impartial on the election!
 - If your show is non-political, do not invite candidates onto it!
- **When discussing the constituency of Cambridge**
 - Ofcom specifies that constituency reports should include the list of all the full names and parties (incl. independent) when you're doing a report. If in doubt, read it out!

Specific Rules for Election Day

- **Out-of-bounds time**
 - You must never do any discussion or analysis of the election while polling stations are open: **7am-10pm**. Avoid opinion polls; AVOID THE ELECTION!
 - Totally avoid political statements. This includes saying something like 'Support X' or 'Think about issue X' or even 'Go vote!' (all these are political statements)

Remember: you are the voice of Cam FM! Anything at all you say should reflect the impartiality of the station. Be fair and even-handed at all times, especially when dealing with the election!

Cam FM Guides

Making a Show at Home

What is a manual pre-record?

A manual pre-rec is a show that's been recorded and edited together independently.

Step-by-step manual pre-recording...



Step 1: recording voices

There are so many ways to record voices and sounds digitally. In order from worst to best quality:

- Your **laptop** has a built-in microphone
- Your **phone** has free built-in recording software: 'Voice Notes' or 'Voice Memos'
- You can use a **handheld voice recorder**: Sony, Philips, or Zoom – like the [Zoom H1N](#) (these range about £20-100)
 - There are Zoom voice recorders in the ARU studio cupboard! Email committee@camfm.co.uk if you'd like to take one out.
- **Studio-quality recorders** are brilliant quality, but very expensive (£100+)



Studios have special features to produce great-sounding voices (alongside the high-quality mics, pop filters/shields, sound dampening and other features). Here are some tips for creating better-quality sound in your own home:

- Record your voice **in a small room** to reduce the amount of echo. Often, cluttered or cramped rooms (even a cupboard!) are good.
- Throw a **heavy towel or duvet** over your head for an even 'closer' sound!
- You can consider investing in a **pop filter** or **foam cover** for your hand-held voice recorder, which will cut out some nasty pops, crackles, and plosives.
- You can add production and post-production effects using **editing software** after recording. I'd recommend Mike Russell's brilliant free [YouTube tutorials](#).



Step 2: sourcing jingles, beds, and music

Most radio shows will need other audio elements (besides voices) to make a complete show.

- **Jingles**: Cam FM jingles are available at the link just below. You can make your own jingles using voices (step 1), adding music and imaging effects, and editing it all together (step 3) – keep the jingle snappy and lively!
 - If you're musically-talented, you can even record yourself playing an instrument! If you're using an Apple device, [Garage Band](#) might be useful for this.
- **Beds**: Cam FM beds and jingles are available here: <https://drive.google.com/drive/folders/1UvGF4X43Bv71syObyB5NYWMOcNgqpYr-?usp=sharing>. You can make your own beds by finding suitable songs – instrumental versions work really well.
- **Music**: This is the trickiest bit, since free and legal MP3s aren't really a thing. You can use CDs you own and 'rip' them onto a computer to turn tracks into MP3 files. If you've bought CDs on Amazon, you get the respective MP3 files for free. You can purchase MP3 files through respected and safe sites, like [Amazon Music](#) or [iTunes](#).

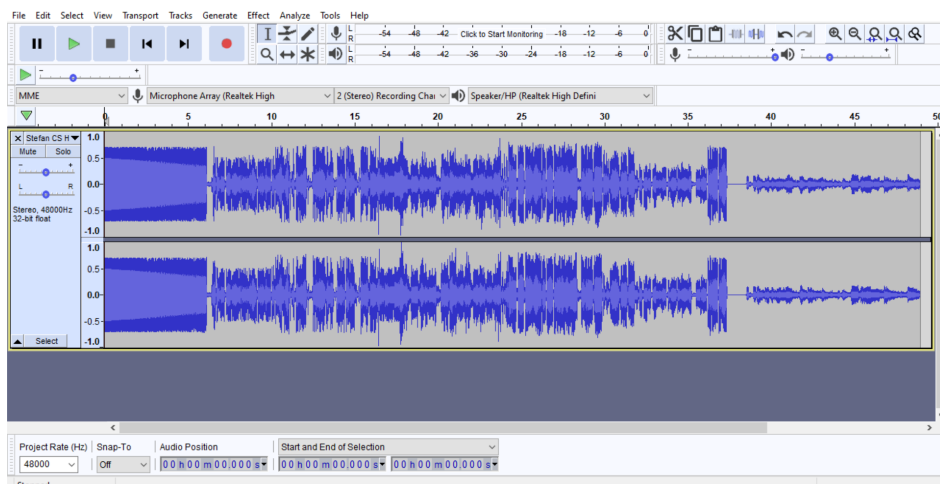
- **Cam FM Music:** We also have our Cuedex tracks here for you to download!
- **A list:** <https://drive.google.com/drive/folders/1hjLMlwdFkebRgQ9AEAU-MCP5-bu1YOAa>
- **B list:** <https://drive.google.com/drive/folders/1jwFETqA1BYog5VWd2SSpQErkKMksEi1f>
- Here's a very old [article](#) (The Guardian) on downloading music legally online!
- If you're stuck, get in touch with committee@camfm.co.uk – we'll be happy to help and give advice on getting music into your show.

Step 3: Editing it all together

There are lots of choices for your audio editing software, and you'll choose based on a) **your needs:** how heavy the editing is you'll be doing; b) **your budget:** are you willing to pay a small amount for higher-quality software; c) **your computer requirements:** top-notch software might clutter up and slow down a lower-spec computer.

The next section will introduce you to the basic audio editing software, [Audacity](#):

This is what Audacity looks like, once you've opened an (in this case, stereo) audio file:



It's highly recommended that you **watch or read a tutorial** introducing you to the software (and play around with it lots!) but here are some little tips to get you started:

- Use the timeline above the audio to listen. Zooming in (on Windows) is ctrl+1; zooming out is ctrl+3.
- You can 'click and drag' to select sections of audio and cut/crop, move, and add effects using the options at the top of the screen.
- To layer audio files (for example, when using beds or making jingles), click 'Tracks', then 'Add New'. You can also 'drag and drop' audio files onto the Audacity screen from your folders.
- Finished Audacity projects are converted to MP3 or WAV via 'File' → 'Export'

Step 4: Getting it on Cam FM!

A finished show will sound the same as if you'd made it in the studio – perhaps even better! There's no excuse not to **listen back** to your finished show and **make some edits**.

Most files are okay for Cam FM! – but if you're looking for guidance on the settings shows should be saved as, our preference is: **MP3, stereo, 256kbps bit rate**. Your show should be about **59 mins** to allow for the TOTH jingle before.

You can send the file directly, attached to your email to the PC (programmecontroller@camfm.co.uk), shared via Google Drive, or emailed via WeTransfer. **(Ignore this if you are a non-studio member who has joined before October 2020)**

Email them, letting them know you've made a show and detailing:

- The name of your show
- The time slot for the show to be uploaded
- The exact name of the file(s)
- The time you want your show to broadcast

Make as many shows as you like! – we're always looking for great Cam FM content. Good luck!

Podcast Guide

Thousands of podcasts have sprung up in recent years – they're so popular that world tours are not uncommon among podcast groups. They can be fun, intimate and engaging for everyone. While radio is a wonderful way to convey ideas about and taste in music, podcasts can provide an extra level of intimacy with your listeners.

Intro to podcasts

Podcasts are incredibly simple to make (especially with [Cam FM](#)) but it's quite hard to get people to listen. Sadly, this guide won't provide the magic method, but it might be able to give you a helping hand! The best way to work out the secret formula to a stellar podcast is to listen to successful ones and identify their best features.

- Create a **format** that suits your best talents. Your format might allow for improvisation or scripted elements or both
 - Think about: why does your content have to be in a podcast – and why not on live radio?
- Good podcasts tend to have in common: they publish **consistently high-quality** content that exceeds listeners' expectations
 - To achieve this, **careful planning** is required! Aaron Mahnke claimed he spends nearly 30 to 40 hours preparing each of his podcast episodes
- Devise high quality **music** to accompany your voice
- If you're **passionate** about your podcast and its content, it's more likely to be very successful!
- Listen to a variety of different podcasts to gauge the mood of how you want your podcast to be

Step-by-step podcasting...



Podcasting with media hosting services

When it comes to getting your podcast out there for everyone to hear, you'll need a podcast hosting account, sometimes called a media host. Media or Podcast hosts are services that store your audio and allow your listeners to listen, download, and subscribe to your podcast.

One common misconception when learning how to make a podcast is that you upload your podcast to places like iTunes. This actually isn't the case.

In short, though, you need to sign up with a media hosting service to host your audio files, and you can either have a website set up on their site to deliver them or place them on your own existing website.

Here are some of the best three hosts on the market. I've listed the free options but there are paid options too:

- [Spreaker](#) is free for 15 minutes per live podcast
- [Buzzsprout](#) is another cheap option that offers 2 hours/month, but episodes are only hosted for 90 days
- [Acast](#) is good for starting out and scaling up

YOUR PODCAST MUST NOT CONTAIN ANY COPYRIGHTED MUSIC!

Always check for copyrighted music before uploading! You are allowed to use small extracts from songs/tracks to critique or review them (if that's the nature of your show).

How to use hosting services

Podcast hosting services are companies that are designed to do exactly what it says on the tin: host your podcast audio files. Here's what that includes:

- you upload your audio to the podcast hosting website
- they store those audio files
- they collect them all into a podcast 'feed' that people can subscribe to
- they deliver the audio files to your listeners on demand

There are two ways to use a Podcast hosting service:

1. They can host your entire podcast website
2. They can host just your audio files and you have your own website

Option 1 is very easy – the host provides a website with space for shownotes and players that show up automatically. But these sites tend to be relatively simple, and you won't have much control.

Option 2 takes a little more setup, but it gives you way more flexibility and control. In this case, you'll be uploading audio files to your host, and then publishing the show notes and the audio players on your own website. There are a lot of advantages to this, and the setup isn't that complicated.

Submitting to Directories

Once you've created your show inside your media host of choice, you can then submit it to various directories, where listeners can discover, subscribe to, and download it.

Any good host - and all three I've listed above - will have a good set of auto-submit or guided-submission tools. So, they make it easy to get your show into Apple Podcasts, Spotify, Google Podcasts and other popular spots.

Some podcast inspiration/recommendations from the Cam FM committee!



Triforce (chat)



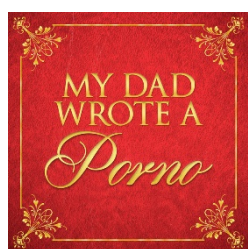
In Our Time (factual)



Extremities (factual)



Night Vale (drama)



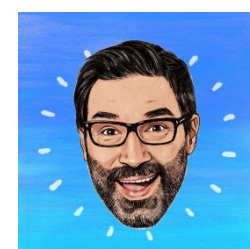
My Dad Wrote A Porno
(comedy)



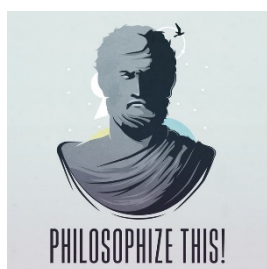
1619 (documentary)



RHLSTP (comedy/chat)



Adam Buxton (chat)



Philosophize This! (factual)



Elis J./John Robins (chat)



No Such Thing... (factual)



Full Disclosure (factual)

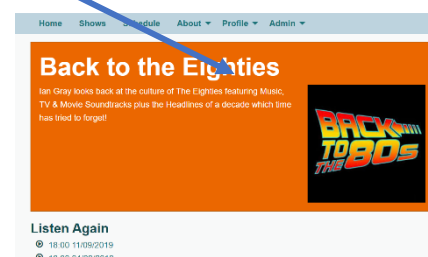
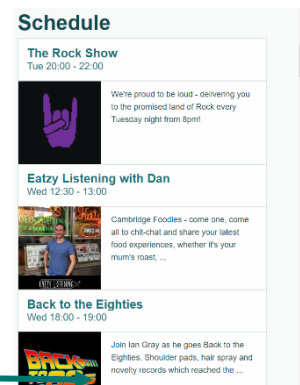
Applying for a show

Apply for a show: <https://tinyurl.com/y3rd3o7b>

Section 1 – Show Details

Select **New Show** and fill in the details...

- **Title:** Proposed title of your show
- **Genre:** The general area of your show. Don't worry too much if there's overlap – pick the 'best fit'!
- **Schedule Description:** This is what appears on the Cam FM daily schedule. Make it short, snappy and attention-grabbing!
- **Show Page Description:** What appears on the main catch-up page for your show. This can be different to the schedule description, or expand on it. Give your audience a better idea of what your show is about – brag a little!
- **Co-presenters:** We need to know who's on air at all times. If you want a regular co-host, they have to be a member! – email committee@camfm.co.uk for any queries.



Section 2 - Scheduling Details

- **Duration:** How long will your show be? Shows are scheduled by half-hour periods.
- **Show frequency:** Your show could be on every day, weekdays only, weekly or just a one-off show!
- **Details for the Programme Controller:** You should give any strong preference(s) for when you'd like the show to be broadcast. Are there any days / times that best fit the show, and why? Also mention if you'd like it to be a *pre-recorded* show, and how / when you'll be recording it.
 - The Programme Controller can't guarantee you'll get your preferred time slot, but the more information you provide, the better your application!
- **Timetable:** You'll need to select at least 5 *time slots* (in terms) or 3 *time slots* (vacations) so that you can be given a time you're available for. The more time slots you provide, the happier the P.C. will be...!
- **Show image:** Please submit a square high resolution image (5 megabytes maximum) to programmecontroller@camfm.co.uk

Hit the button **Submit Application** and it'll be sent direct to the P.C.'s inbox!

Wednesday: Applications Close | **Friday:** Schedule Released | **Sunday:** Schedule Begins

Interview Guide

Cam FM will sometimes offer opportunities to interview musicians, comedians, or other famous figures. If you sign up for one of these, it is important that you are prepared and know how to conduct an interview properly. They are really fun, and through Cam FM you'll be able to meet some fantastic people!

This guide will be split into two aspects: **TECHNICAL** and **CONDUCT**. Firstly though, we'll list a few channels Cam FM has available to get interviews. Of course, you're welcome to interview anyone you like (subject to Ofcom regulation) but if you're struggling to find interviewees, contact news@camfm.co.uk for more information! Our Head of News is also happy to help members arrange interviews with the following:

- **Cambridge Union** – the Union has speakers (usually quite prominent!) in every week. If you contact news@camfm.co.uk we can add you to their press spreadsheet to potentially interview their guests!
- **CUSU Elections** – during CUSU election season it's worth approaching candidates under the umbrella of Cam FM to interview them during their campaign and provide a more holistic view of the election!
- **Local bands** – Cam FM has good links with local Cambridge bands and other national music groups. If you're keen on interviewing a band that has just released a track, for example, don't hesitate to contact us at committee@camfm.co.uk !

Technical

Although as a radio station we are most concerned with the **quality of the recorded audio**, if you manage to film the interview as well that's a massive bonus! It's important to remember that the quality of the original recording is as good as it's going to get. Any major faults here (recording too quiet/too loud/loud background noise) will be very difficult to salvage later on.

With this in mind:

1. Pick your hardware. A phone can produce a good recording if used in the right way. For better quality consider investing in a better device such as the **Zoom H1** which is great for interviews.
2. Make sure you have **enough memory and battery** on your recorder.
3. Set the gain correctly. You probably cannot do this on a phone but if you are using the Zoom or similar, the gain controls **how sensitive the microphone is** to sound. It should be set at a level where the recorded audio is neither too quiet, nor too loud. Remember your T1 training, don't let the levels **peak**!
4. **Make a test recording**. Preferably do this twice, once at home just to see if it's working and once just before the real thing at your interview location. Make sure to emulate the real interview conditions - this means that you should talk at the same volume and the same distance from the microphone as you will in the real interview. Each time you do this, listen back to the result. Can you hear yourself clearly?
5. Check the background noise. You can only do this while wearing **headphones**. If the setting you are in is too loud, attempt to relocate the interview.

TOP TIP!

Do a test recording with your interviewee in front of you. To check whether your recorder is picking them up properly, do a test. Get them to say:

'I'm _____ and you're listening to Cam FM 97.2'

Listen to it back and see if it sounds okay. Now you've checked your recorder **AND** you can use this little clip as a jingle on your show!



ZOOM MICROPHONE TIPS!

If the gain is set too low, your voice on the test recording will be very low and you'll have to turn the volume way up to hear it properly.

If the gain is set too high, there are many indicators. The volume bars will consistently reach maximum and your voice will sound buzzy at its loudest points. This is called **clipping** or **peaking** and is hard to remove in post-production. It's best to avoid this where possible!

The Zoom H1 even has its own peaking indicator. Switch the Zoom on, don't hit record just yet but just speak into the microphone. If you speak too loudly or the gain is too high, then the peak light will flash **red**!

Conduct

How you carry out your interview is up to you, but it is important to keep some basic things in mind...

Preparation:

- **Location:** Decide where the interview is going to take place. If you're visiting someone or you're giving a telephone interview, you'll need a quiet room, so there are no background noises or distractions.
- **Research:** Know your subject as well as you possibly can. It will be very obvious if you don't actually know much about your interviewee.
 - It's best to have a little **fact file** of your interviewee above or below all your questions!
- **Questions:** it's always good to have questions ready but try to not to make them too detailed. On your sheet include **open ended questions** as well as just some facts and figures you can quote to provoke a response
- **Watch/read** previous interviews of your subject. Try to avoid questions they have answered before
- **Manage your time:** Find out how long the interview will be. Build your interview plan around this and make sure you won't overrun
- **Relax:** Keep a glass of water to hand and don't shuffle any paperwork. Avoid tight-fitting clothing and sit comfortably and upright. It will help you to feel and sound relaxed.

Here's former station manager **Jack Winstanley's** advice on interviews:

'Give your interviewee an idea of what kind of questions you are going to ask and the shape of the interview.'

'Don't necessarily give them the questions in full, but just topics of discussion.'

'Don't do a "Paxman". It is best to build up a good, chatty, bordering on friendly type rapport with your interviewee. In this manner you will get more from your interview than if you were asking probing question after probing question. This is particularly something to bear in mind when interviewing political guests.'

'Have a rough idea of their general life/career so you can ask follow-up questions to things they say.'

'Ask follow-up questions if the answer allows it rather than sticking resolutely to your questions.'

'Do a sound test. The general industry standard is to ask them what they had for breakfast.'

'Wear headphones.'

Where to find us

Cam FM currently has a studio located at ARU (Anglia Ruskin University).

Please note, your non-studio membership does not allow access to our studios. Please see the "Upgrading to Studio Membership" section for information about getting access to our studio.

ARU Studio

Address:

Anglia Ruskin University

East Road

Cambridge

Cambridgeshire

CB1 1PT



Upgrading to studio membership

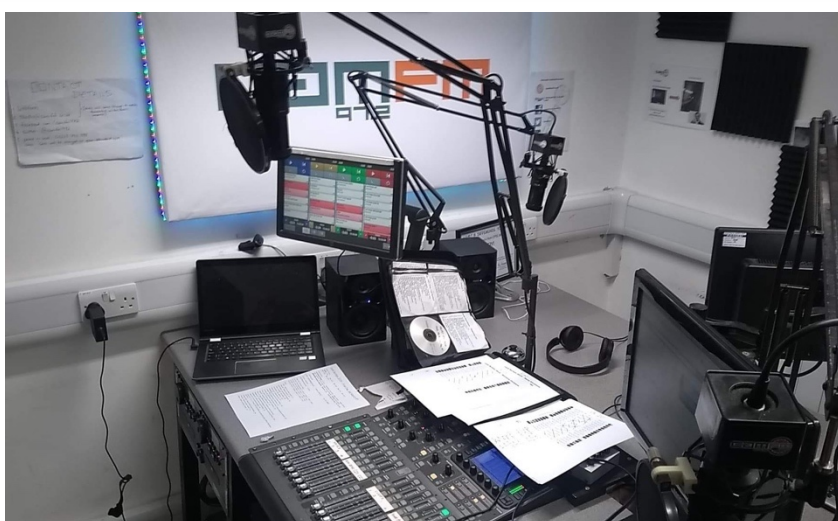
Coronavirus (COVID-19) update: Cam FM studios are currently closed and as such we are not offering new studio memberships. We are hoping to open studios as soon as we receive guidance from the UK government and the University of Cambridge. More information will be provided upon further clarification.

We really think you'll enjoy your non-studio membership but if you ever feel like upgrading and joining Cam FM as a fully-fledged studio member then keep reading! With full studio membership, you will be entitled to the following benefits:

Access to the Fitzwilliam and Anglia Ruskin Studios with industry-standard microphones and mixing desk

The chance to attend T1, S1, T2 or S2 training sessions and any other one-off training sessions we run

Possession of a Cam FM Members card



Head over to:

<https://members.camfm.co.uk/>

to register now!



Tune in
Online: www.camfm.co.uk/player
FM Radio: 97.2 MHz



For more information:

Visit: www.camfm.co.uk or www.facebook.com/camfm972/

Email the committee: committee@camfm.co.uk

Email the studio: studio@camfm.co.uk

Cam FM
Fitzwilliam College
Storey's Way
Cambridge
CB3 0DG

Cambridge and Anglia Ruskin Student Radio Ltd, Company registration number: 06784652