

## **Hello and welcome to the Cam FM Family!**

By completing Training you will become 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: "Cam Fly with Me", broadcast from mid-air; 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!

## **Professional Acclamation**

The *Cam FM Basic Training Programme*, has been created in conjunction with presenters, producers and managers of commercial and BBC radio services. To our knowledge no other student radio association, or indeed media source in Cambridge, offers similarly endorsed training.

This spills over into our fantastic series of **workshops**. Run alongside industry professionals from several media outlets, these can help you to develop ever better content and add to your repertoire of skills as well as giving you insights into the professional media industry. Find fuller details on the dashboard.

**Please print a copy of this booklet, read it and bring it to your training sessions.**

# THE BASICS

## Training Structure

When you signed up, you chose your times for a series of T and S sessions and an A(ssessment).

**T sessions** are where we teach you the technical skills you need to make radio and the basics of good content and structure. They last **approximately 30-40 minutes**, depending on how many trainees are present and how long it takes you to cover the content.

**S sessions** are a chance for you to see how a live Cam FM show runs. Ask as many questions as possible and look at how the skills you've learned in T sessions are applied. They technically last 1 hour but you are free to leave earlier if you other commitments. You should stay for at least 30 minutes though.

**Assessments** are what they say on the tin. Don't worry too much about them though! Their format is explained later but the key thing is preparation. Do not turn up not knowing what to do, and don't leave your T2 with unanswered questions. The Assessment will take no longer than 15 minutes.

## Rescheduling

Your trainers are students themselves, who are giving up their time to help out and share their experience. Please turn up to the sessions that you have chosen for your timetable.

If you find out you can not make it, **you may reschedule online up to 24 hours in advance**, but this may lead to you having to alter the rest of your schedule as well. If you have any problems or need to cancel a session **within 24 hours** please contact me, Caroline Camm: [training@camfm.co.uk](mailto:training@camfm.co.uk).

Sessions are constantly added online so please note you can **either push back, or bring forward** a session by rescheduling online. Just keep an eye on the training website.

If you miss a training session without notifying anyone, the continuation of *Basic Training* will be at the discretion of the Head of Training.

## Where to go & when

For all sessions please meet **5 minutes** before the scheduled start time at the respective studio.

Allow yourself time to find the studios. Please try not to be late, but if you are please text your trainer immediately.

We recommend you do at least one session in each studio, so that you are familiar with both.

If you have a session at **Fitz**, you will need to go to Fitzwilliam College, Cambridge.

The studio is located in staircase D by the letter 1 on this map:

<https://www.fitz.cam.ac.uk/about/map-college>

Either go to the main entrance on Storey's Way (up past Churchill and Murray Edwards) and ask for directions from the Porters, or go to the Huntingdon Road Entrance (where the studio is located) and wait just inside. To reach that entrance, walk past Magdalene and up Castle Street (up the hill) and Fitz is on the left. You will need someone on the inside to let you in by the studio entrance, as it is key card access.

If in doubt, ring your trainer.

The **ARU** studio is a little more difficult to find, but this lovely map should help:

[http://www.scribblemaps.com/maps/view/CamFM\\_ARU\\_Map/gbk8iLBkZe](http://www.scribblemaps.com/maps/view/CamFM_ARU_Map/gbk8iLBkZe). Aim for the Hellmore Reception, just beyond Parker's Piece and use the map to navigate the internal buildings. If in doubt, ring your trainer or the Head of Training. You can also arrange with your trainer prior to the session to meet at Reception.

## What to bring

Please bring along: 1) **this handbook**, 2) a set of headphones (over-ear are best), 3) a pen, 4) yourself and your enthusiasm.

The *Cam FM Training Team* are really looking forward to meeting you. Turn the page to find out what we'll be looking at together.

## T1 (Training Session 1): The Desk

First off, a big welcome to *Basic Training*! In this session, we'll introduce the basics of getting the keys to the studios, and some basic information about the studio and studio etiquette.

Now, it's time for the really crucial stuff: the desk.



Don't worry about the vast majority of buttons. Although, it looks complicated, there are only 4 basic things you need to know how to do.

- 1) we always start off by resetting the desk. This will get rid of gremlins and restore the desk to the basic settings needed to broadcast
- 2) the row of SOLO buttons: these allow you to listen to audio before you play it. We do this to check it is not too quiet or too loud, and contains no expletives.
- 3) The GAIN knob: which is used in conjunction with SOLO
- 4) The faders, which act like volume buttons for what is actually broadcasted

Here's some space to write down information about how to SOLO and take things on air:

## T1 Session: Cuedex

We'll also look at Cuedex, our touchscreen system for loading audio.

Cuedex works alongside the Desk and Broadcast Control (see later) to actually put audio on air.

What do each of these buttons do?



These three should be pretty self explanatory! Remember you must double-click to 'cue' a track before you can play it.



Normally, you will leave this button highlighted as such. This just means that once a song finishes, it will stay cued. Press it once and it will have a little pause after it. Now the next track will be cued once the current one finishes. Press again, a small play appears: now the next track will play immediately after.

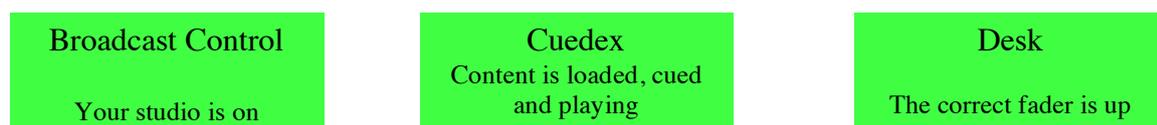


These three buttons at the bottom of the screen control your ability to select/upload audio, delete it and move it respectively.

You can add content to each of the four channels using the BROWSER. Go through each of the categories and make sure you know the difference between:

- 1) A list
- 2) B list
- 3) C list
- 4) Jingles
- 5) Beds
- 6) Sounds Effects

Once **Broadcast Control** has been pointed out, you should leave T1 understanding how audio gets from the studio to the airwaves using the '3 switch system':



If you're confident in this, have a think about what might happen if any of the 'switches' is 'off'. What would be the result to this listener? What would be the result in the studio? What would you do? How would you respond to the error? Are there times when you might want one 'switch' to be 'off'?

We'll return to this next time!

## T2 (Training Session 2): Microphones

First off, you'll get a chance to recap from T1 and bring up any questions that were raised in sit-in.

In T1, we learned how to play songs. But a lot of content is not based on pre-recorded content...

Using **microphones** is slightly different to playing recorded audio. However, many of the processes are very similar. You still need to use SOLO and use the faders on the desk- just different ones. It may be helpful to think of your voice as Cuedex 5!

We'll start off by practicing a simple link; here's space to note the process:

- 1)
- 2)
- 3)
- 4)
- 5)

Presenting radio content and commentating at outside broadcasts is one of the best ways of improving your confidence and proficiency as a public speaker. Remember some basics:

- 1) Speak at a measured pace, not too fast, but not too slow
- 2) Use your voice to pass on emotion: surprise etc.
- 3) Keep links lively and leave your audience wanting more
- 4) Never, ever, ever swear on live radio!
- 5) Mention the station name and know the contact details

Now for the most difficult thing we'll teach you in *Basic Training*, using a link with a bed. Take your own notes for this section so you are confident in how to do it:

## T2 Session: Spotify

Spotify is a great alternative to Cuedex, although you will need Spotify Premium if you use it (£5 a month for students). It can be used either on the studio computer or via the aux cable plugged into your own laptop. Some general tips for Spotify use:

- 1) Ensure none of the songs you are playing are explicit
- 2) Solo Spotify like you would a Cuedex channel or a microphone.
- 3) To ensure all songs are the same volume (so you only have to solo Spotify once at the beginning of your show, not for each song) go into the settings menu, click advanced settings, and tick 'set the same volume levels for all songs'
- 4) Ensure shuffle isn't on when playing your playlist.
- 5) Drag the song you are currently playing to the bottom of the playlist; this ensures that when it finishes another song will not play.
- 6) Click on the song time (bottom right hand corner) so that it shows you how long is left of the song, not how long it is overall.

## T2 Session: Studio Computers and Shows

The **studio computers** are very easy to use. Mozilla Thunderbird allows you to communicate with listeners, and you can also play content off the web (but remember to check it over first!).

What has *Basic Training* actually prepared you for? **Running a show**, of course.

Most presenters start as soon as *Basic Training* finishes. Breakfast and Lunchtime shows are a good place to hone your skills before getting your own show off the ground.

- Always turn up to shows 15 minutes early so you can acquaint yourself with the studio and have a good handover with the show before (if they're going from the same studio)
- Put some effort into planning your first few shows: it'll make them run smoothly to have a well-thought out show plan. Don't lose the natural feel of it, but make sure you are prepared! Confidence is key.
- Remember to make sure Broadcast Control has your studio on air at precisely xx:00:00 and make sure to go to Payout at xx:59:59
- Publicise your show properly: don't just put up a 'listen in now' status on FB, but actively create a presence for your show online. Make sure to utilise Cam FM's social media reach by linking with our own social media

That's really it for *Basic Training*. Make sure you are confident in how to do everything detailed above and ask questions in your remaining S session. From there it's on to the A and live radio!

## **A: is for Assessment!**

Please don't worry too much! If you paid attention at your T and S sessions and have given a little **preparation time** (10 minutes should be ample), you will be able to pass. We recommend you come with a written plan of steps, or things you need to say.

This is really a role-play where you show us what a show done by you might sound like.

You'll need to set up the studio as you would before a show and prepare a segment that goes as follows:

- 1) Opening Link
- 2) Jingle
- 3) Song
- 4) Link over Bed
- 5) Song

Things to remember:

- 1) Pay your membership fee, so you can be a member as soon as you walk out!
- 2) Bring a show plan
- 3) SOLO all audio you use (there's one thing you might forget here!)
- 4) Mention the station name in the opening link
- 5) Back-announce your song
- 6) Make content interesting
- 7) Mention the contact details correctly during the link over bed
- 8) Don't swear!
- 9) Always think about your faders: what's 'on' and what's 'off'

A tip: there are four bits of recorded audio you need to play and four Cuedex channels...make of that what you will!

You will then have to answer some simple questions that will have come up during your training.

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And then...

Once you've paid your membership fee, you'll be a Cam FM Member with full entitlement to use our studios according to the Rules & Membership agreement!

Membership costs £25 p/a if purchased in Michaelmas Term, £20 from Lent and £15 from Easter

**Make sure to join the FB group: 'Cam FM Members!'**, get in contact with the Programme Controller ([programmecontroller@camfm.co.uk](mailto:programmecontroller@camfm.co.uk)) to find out how to get on a show, come to our workshops to further develop your skills and knowledge & of course, our legendary Cam FM Socials.

Congratulations & Thank You for completing *Basic Training*,  
Now Get Involved & Be Cam FM!