

Introduction

In this instructional guide we will cover the steps you need to take to record, save and upload the **Speak My Language Café Conversations**. The idea here is that you will sit down with the aged care specialist and consumer you have chosen to have a conversation about a select topic in-language!

The **Conversational Lab Handbook** will give you all the tips and tricks on preparing and scripting for your Café Conversation, but you will also **need to ensure that the entire conversation is recorded, saved and uploaded correctly**.

The **National Media & Communications Officer** will need to have access to these recordings so that they may edit and upload them to the Speak My Language website as a **podcast**.

Your radio host may also wish to listen through the Café Conversation prior to you joining them in the studio to do the radio program.

Your **two handbooks (Bilingual Facilitator's Guide and Conversational Lab)** are full of advice on how to structure and guide your Café Conversation.

This guide will focus on **recording, saving and uploading** your conversations.

These are the areas we will cover:

1. **Finding the right place to record**
2. **Choosing your recording device**
3. **Setting up your recording device**
4. **Recording the conversation**
5. **Saving your recording**
6. **Submitting your recording**

FINDING THE RIGHT PLACE TO RECORD

At this stage you will have already locked in a time and date to record the Café Conversation with your aged care expert and consumer. It is really important for you to choose a recording location that is quiet and comfortable, somewhere you can talk openly without any distractions and noise. Please note that **any noise that can be heard in the background of your recordings cannot be removed during the editing process.**

Top Tips

✓ Try to find a small to medium sized room with carpeted floors and furniture around, and try to avoid empty rooms with echo at all costs. Cosy environments such as living rooms furnished with sofas and rugs are a good choice, as long as they are quiet and away from busy streets.

X Watch out for noises coming from fans, air conditioning units, heaters, cars, planes, wind, etc.

X Don't record in open spaces like public parks, cafés or restaurants. If you are using a library or meeting room, please ensure that the space is quiet enough and booked out ahead of time.

CHOOSING YOUR RECORDING DEVICE

Most smartphones have in-built options for recording audio which are free and very easy to use. If you have an iPhone, you can use the application called "voice memos", which is free and comes pre-installed on your phone. For those of you who use an Android phone, you will likely find something similar to that on your device too. If you run into any problems with finding an appropriate device to record with, or if you plan on using something else, please contact your State Coordinator and Media and Communications Officer.

SETTING UP YOUR AUDIO DEVICE

Once you and your guests are seated in a room you can go ahead and set up your phone so that it is ready to record. A microphone is included in your resource pack which you can attach to your phone to improve the audio quality. Simply plug your microphone in and then do one of the following...

- 1) If there are just two people participating in the Café Conversation (yourself + 1 guest) then clip 1 microphone to yourself and another 1 to your guest.
- 2) If there are more than two people participating in the Café Conversation (yourself + 2 guests) then place the microphones side by side on a table at an equal distance from everyone. Like the picture below:

Once everyone is settled in you can go ahead and inform your guests that you will begin recording. Press the record button and make sure to check that it is properly recording — if sound waves are showing up on your screen, then you've done it correctly!

✓ Ensure your phone has enough storage space to hold large audio files. To see how much storage space you have left simply go to your 'settings' then scroll to 'general' where you will find 'iPhone storage'. You want to ensure there is at least 5-10 GB available.

✓ The mock Café Conversation you need to complete as part of your training is a good opportunity to try out the 'voice memo' application.

RECORDING THE CONVERSATION

As the conversation progresses make sure to constantly check your device to ensure that it is still recording. **It is better to get one continuous recording of the entire conversation, so avoid stopping and starting your recording device if you can.**

It is much easier to edit one long recording than it is to have multiple different ones.

Top Tips

✓ Before you start recording make sure that you won't be disturbed for the whole conversation. Consider writing a sign that says, "please be quiet, recording session in progress", on a piece of paper and stick it any doors with access to the room.

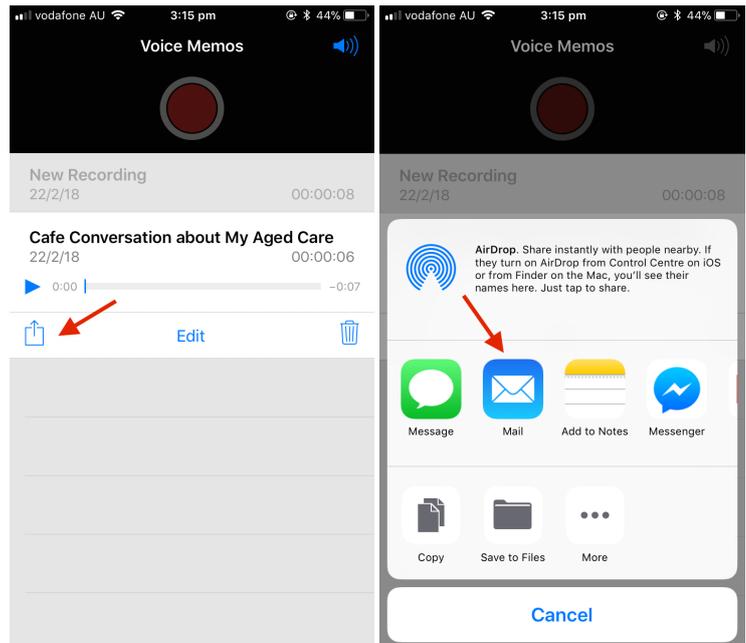
✓ If using your phone to record ensure that it is on 'Do Not Disturb' or 'Flight Mode' so that you won't receive incoming calls/emails/texts that may disturb your recording. Ask your guests to do the same.

✓ If your guests are nervous, reassure them that the recordings will be edited later and not to worry too much about taking their time or fumbling over words.

SAVING YOUR RECORDING

Now that you have finished your recording, the next step is to save it to another device so that you have a backup. This is very important because your audio will be accessed by the Media and Communications Officer for editing.

If you have used the 'Voice Memo' application on iPhone then simply tap the 'share' button and select the 'mail' icon. Email yourself the file and open it up on your computer to save. Make sure you back your files up so that you don't lose them.



SUBMITTING YOUR RECORDING

Once you have ensured that your recording is saved and backed up on your computer, the final step is to submit your recording to the **Speak My Language Google Drive Folder**.

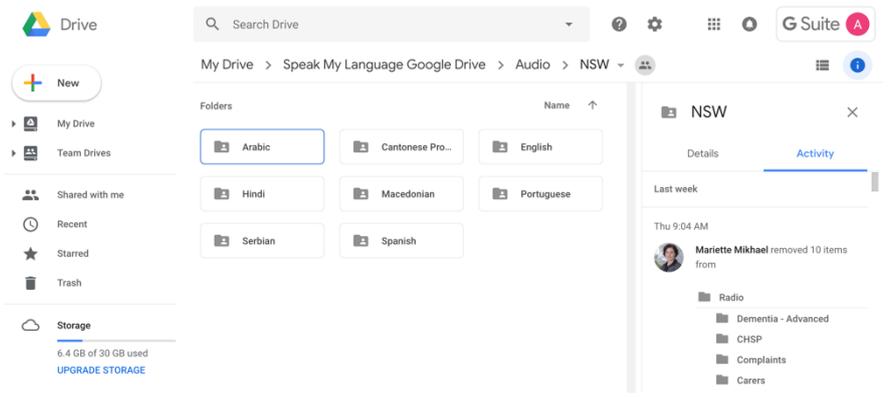
This Google Drive folder is accessed by yourself and State Coordinators, as well as the Media and Communications Officer. Your state coordinator should provide a link to the Speak My Language Google Drive for you to upload your recordings.

Your files will need to be in either WAV or MP3 form. If you have trouble determining which form your recordings are in, please contact the National Media and Communications officer.

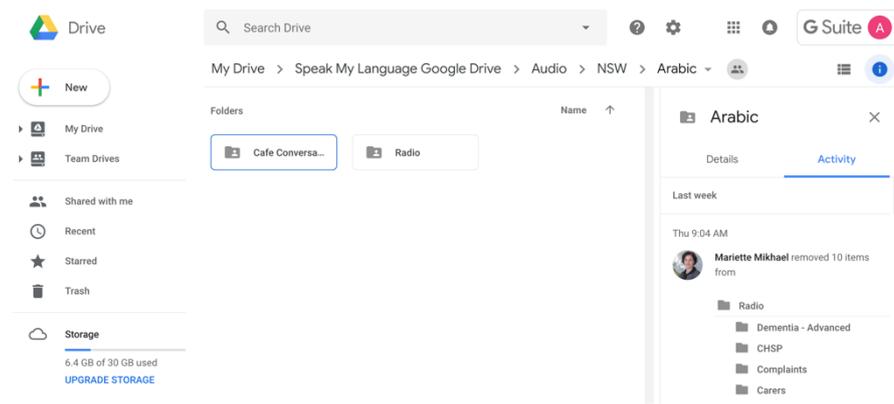
Once you have uploaded your Café Conversation it will be accessed by the Media and Communications Officer, who is in charge of editing and uploading your recordings as a podcast to the website.

Please note that there is also a separate section for Radio Programs, which is where you will upload any recordings provided to you by your Radio Host.

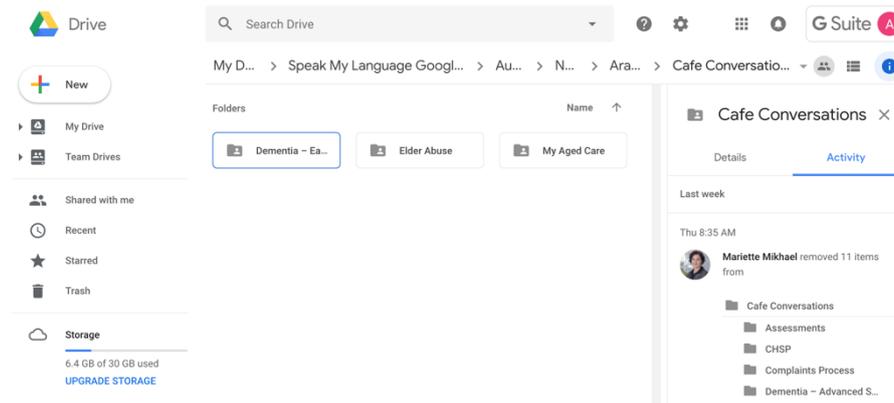
Step 1 .



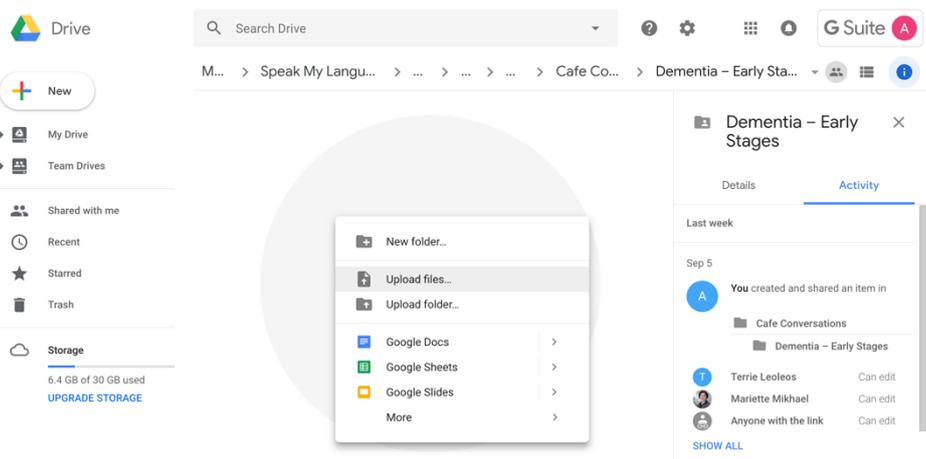
Step 2 .



Step 3 .



Step 4 .



Top Tips

- ✓ Make sure to submit your recordings as soon as possible to ensure there is enough time for editing. If you expect any delays in when you can submit please inform your State Coordinator and the Media and Communications officer.
- ✓ Recordings must be submitted at least one - two weeks before you do your live radio program.
- ✓ Ensure that your recordings are clearly labelled and submitted to the correct folder. For example: English_Wellness_Cafe_Conversation.mp3
- ✓ If you have multiple recordings please make sure that these are numbered and labelled clearly. For example: English_Wellness_Cafe_Conversation_Part_1.mp3
- ✓ Do not share the Speak my Language Google Drive with anyone else without prior permission from your State Coordinator or Media and Communications Officer.
- ✓ You may also upload any videos or photos taken during your Café Conversation and Radio Program to your allocated folder in the Google Drive.