TAP Podcast Guidelines

- **Duration**: Podcasts last 30-45 minutes. Please give the host time to review materials before and after recording.
- **Format** :Audio-only. Video elements like presentations and approved speaker images may be included.
- **Preparation**: Guests join via a Microsoft Teams link. No camera use required. Familiarize with Microsoft Teams if needed.
- **Questions**: A list of sample questions can be provided upon request.
- **Recording Requests**: Inform the host if you need to redo a section for proper adjustments.
- **Accessibility**: The podcast will be available on <u>THE HCM Integrations & Analytics Website for Paycor</u>. TAP Innovations won't share it on social media.
- **Technical Needs**: Guests should be in a quiet space with a strong internet connection.
- **Promotion**: The episode will be shared internally within the Paycor network.
- **Contact**: For issues or concerns, contact TAP Marketing Analyst, <u>Matthew Vandersmitte</u>
- **Feedback**: A form with feedback questions will be sent post-recording. Suggestions for improvement are welcome.
- **Appreciation**: Speakers receive a gift card via email within 1-2 business days after the podcast. Contact <u>Tayla Williams</u> for any issues.

TAP…Making the World More Efficient by Eliminating One MESS at a Time