



## Entry Information – Podcast

Junior & Senior Division

**Location:** See [Interview Schedule](#)\*

**Upon Arrival:** Once you arrive in the University Union, follow the signs to the student check-in.

**Prior to the Contest:**

**By 11:59 PM on April 29th**

- **You MUST upload ONE Written Materials pdf** which includes your title page, process paper, and annotated bibliography. Instructions page 19.
- **You MUST submit your project link:**  
Students must save their podcast to a private channel on a web-based service, like [YouTube](#), or save it to a cloud-based storage service like Google drive and submit this link.
  - Link share settings must be set to "**Viewable by anyone with the link**".
  - See instructions page 20.

### Optional Back Up

- **Bring Your Own Device:** Bring a laptop and play your podcast directly from the device.
  - An audio system with an headphone jack port will be available. Students are responsible for any additional adapters they may need to connect their own device.
- **MP3 or MP4 – USB Flash Drive:** From your podcast software, save or export your project as a MP3 or MP4 audio file. These file types are playable on a wide variety of computers.

### Available Equipment:

Each room will be equipped with the following:

- Computer with USB port, wireless internet connection.
- Audio system with headphone jack & HDMI port adapters.

### Preparing to Play your Podcast:

You will have 5 minutes before your interview to use the computer in the room to test your link and also adjust the volume. If you run into issues, you can use your backup or ask the judges for help.

### Public Viewing of Podcasts:

- Judging rooms in the preliminary round are open to the public. Audience members should silence cell phones and only enter or exit a room between presentations.

**Final-Round Judging:** After the first-Round of judging is complete, judges will select their top entries to move on to final-rounds of judging.

- Final round judging rooms are closed to students and the public. Judges will access your uploaded written materials and shared link to judge the final round.
- Podcasts selected for the finals will be **streamed for the public to view**. Location & time will be announced.

\* Interview Schedule will be posted on April 23rd

### Be Sure to Bring

- A backup of your podcast in another format (flash drive, etc.).
- Technology, if you did not upload
  - If bringing your own device, you will need to provide the device and any necessary adapters.