



## SUBMISSION GUIDELINES

### **Step 1: Submit a proposal**

Please [use this form](#) to submit a brief summary or outline of your proposed podcast. IFMA will respond to either approve or deny your proposal. Proposals are accepted year-round, and podcast episodes will be scheduled months in advance.

### **General notes:**

- Connected FM podcast accepts original content that has not been published elsewhere.
- Episode should take into account the FM audience and engage listeners by offering practical takeaways.
- Our listenership is international, so please focus on globally applicable best practices and avoid a U.S.-centric perspective.
- Connected FM podcast does welcome case studies; however please avoid referencing any products, consultants, partners, designers, etc., by name. Rather than focusing on aspects such as the details of the study's construction, data analysis, etc., the best approach would be to address what facility managers can learn from this, and how they can apply it to their own environments.
- If content does not meet submission guidelines, IFMA may choose not to air the episode on Connected FM channels.

### **Step 2: Review process**

During the review process, we will review your proposal to determine if it is appropriate for publication on Connected FM podcast. We hope to provide a response within 4–6 weeks but appreciate your patience in the event that it takes longer.

If the proposed episode is accepted, we will move forward to determine an appropriate timeline for production and publication.

### **Step 3: Podcast recording**

Once your proposal is accepted, a member from our team will reach out to coordinate the logistics of recording your podcast. Guest speakers can record on their own, should they have proper recording equipment, or have IFMA assist in recording their session.

- The episode should be no longer than 30 minutes.
- The episode format should be submitted as an .mp4 file.
- Please note that the episode may be edited in post-production to fit within the required time frame and/or provide the best quality recording.
- Along with the recording, please submit the following details to appear on the website and other relevant marketing channels.
  - Episode title
  - Episode summary (2-3 sentences)
  - Episode notes (up to 3 key topics covered in the episode)
  - Resources mentioned (with links)
  - Show contributors (name, company, title)