

GUEST PREPARATION GUIDE

Everything you need to know before your episode from setup to broadcast. Read this once, record with confidence.

— OVERVIEW

About the Show & Your Host

RegulatingAI is a podcast dedicated to critical conversations at the intersection of AI governance and innovation. Each episode features global experts shaping AI policy and responsible technology adoption. The show airs across major podcast platforms and reaches an international audience of policymakers, business leaders, and AI practitioners.

YOUR HOST: **SANJAY PURI**

Sanjay Puri is the Founder of Knowledge Networks Group – a business leader, global speaker, and community builder advancing responsible AI adoption. He hosts three influential podcasts: RegulatingAI, CAIO Connect, and Indianness. He is widely recognised for anticipating industry disruption and democratising AI talent through learning and leadership platforms.



FORMAT
Video Podcast



DURATION
45–60 min



DRESS CODE
Business Casual



PLATFORM
Riverside.fm

— BEFORE YOU JOIN

Pre-Recording Checklist

01

Complete RRF
Resource
Request Form

02

Receive Questions
Sent After
Submission

03

Schedule Prep Call
Via Free Busy
Link

04

Tech Check
Equipment
& Browser

05

Go Live
Join 15 Min
Early

What to include in the RRF

- Professional bio and headshot
- LinkedIn and other active social media handles (for episode tagging)
- Any specific topics or angles you would like to address
- Feedback or suggested changes to the question list — share as early as possible



[Open Resource Request Form](#)



[Schedule Prep Call](#)



[Join Recording Studio](#)



[Watch Past Episodes](#)

— GUIDELINES

Dos and Don'ts

DO

- ✓ Join Riverside.fm 15 minutes early
- ✓ Use an external microphone and headphones
- ✓ Position camera at eye level with front lighting
- ✓ Choose a quiet, neutral background
- ✓ Keep your camera on throughout
- ✓ Silence all devices before the session
- ✓ Stay on call after recording for a private debrief
- ✓ Use Google Chrome (latest version)
- ✓ Dress in business casual attire
- ✓ Respond promptly to post-recording approval requests

DON'T

- ✗ Join late or skip the equipment check
- ✗ Use mobile devices or built-in laptop audio
- ✗ Record in a busy or noisy environment
- ✗ Turn off your camera mid-session
- ✗ Leave notifications on during recording
- ✗ Share confidential information on air
- ✗ Drop off immediately after the session ends
- ✗ Wear distracting patterns or very bright colours
- ✗ Use an outdated browser
- ✗ Delay approvals after the episode is in production

— SETUP

Technical Requirements

Equipment

- Stable internet – **wired connection preferred**
- **Computer or laptop** – avoid mobile devices
- HD camera at eye level with **clear front lighting**
- **External microphone & headphones** – strongly recommended

Browser & Platform

- Use **Google Chrome (latest version)** – required for Riverside.fm
- To update: Chrome menu → Help → About Google Chrome
- Chrome updates **automatically on relaunch**

Note on Communication During Recording: Our team monitors the Riverside.fm chat throughout the session. If you are unable to use WhatsApp while speaking, Riverside chat serves as the real-time backup channel. Please do not message via external platforms during the recording.

Interview Format



The episode follows this structured three-part flow. Sanjay may not cover every question in the 45-minute session. If you would like to suggest changes, please do so before the recording date. Editing is fully available — if you need to rephrase anything or address errors after the episode airs, reach out to our team at any time.

After the Recording

01 Production & Editing

Our team manages all editing and production. You will receive access to a dedicated location to track the episode release timeline. If any approvals are required, we will reach out — a prompt response helps keep the schedule on track.

02 Episode Promotion

We will tag you across social media platforms when the episode is released. Ensure your handles are listed accurately in the RRF. If you do not have social media accounts, we will share the relevant links directly with you.

Questions?

REACH US AT

✉ info@regulatingai.org 🎧 regulatingai.org/podcast

🌐 linkedin.com/in/sanjaykpuri

