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## **The „Radio – Helsinki - Guide“ to your Broadcast!**

*You have completed the basic workshop and are on the way to the first broadcast.  
What you need and who helps you, that tells you this guide.*

### **Station – To „Ausbildung“ (Teaching): The Rehearsal ... [[ausbildung@helsinki.at](mailto:ausbildung@helsinki.at)]**

*You have a first concept of your show? We accompany you on your first mission: The rehearsal.*

*You send an e-mail to the „Ausbildung“ and describe your concept and make an appointment. A trainer prepares the broadcast with you, accompanies you during the process and can give you a first feedback.*

- The live rehearsal is possible on tuesdays and sundays and include: preparation in the studio; the broadcast; the debriefing; podcasting and the *Radioarchive*.
- The dates: sundays between 2pm to 6pm and tuesdays from 1pm to 5pm.

### **Station - To the program board: Your broadcasting show [[programmrat@helsinki.at](mailto:programmrat@helsinki.at)]**

*You completed the rehearsal - your first show on Air.  
Then please make a report to the program board.*

*The program board decides who is allowed to broadcast according to our editorial rules. The program board discusses your concept, gives you feedback on your rehearsal and will find a slot with you. Every year, the radio community of Radio Helsinki elect the program board from their ranks.*

### **Station - To the Office: Access to Radio and Online [[office@helsinki.at](mailto:office@helsinki.at)]**

*You have your own radio show now!  
What you need, you get in the office - please make an appointment!*

- Access to the radio: key (bring € 30 deposit)
- Access to the computers and network (the Helsinki password)
- Access to the audio archive of the „Free Radios“, in short "CBA" (the CBA password)
- Introduction to the use of our location, house rules and the rental system of equipment.
- Radio Helsinki press pass (on request)

You will not only get the keys and passwords, you will also be enrolled in the computer system of Radio Helsinki and in the „Free Radio“ audio portal, the Cultural Broadcasting Archive (CBA). You may upload, edit and publish your broadcasts.

The Radio Helsinki press card facilitates access to events, press conferences and demonstrations.

### **Station – To Teachings: The Workshops** [[ausbildung@helsinki.at](mailto:ausbildung@helsinki.at)]

***You made it! You are „on air“! Radio Helsinki will continuously support you. We also offer workshops!***

Audio editing with Audacity: editing radio pieces (jingles, news, reports, radio plays ...)

Moderation and voice: Find the right voice for your topic.

We offer also workshops like „VON UNTEN citizen journalism“, „musicjournalism“, „gender“, „radioplay“, „social media“ and so on... find more on our website: <https://ausbildung.helsinki.at/>

If you want to deepen your knowledge: COMMIT regularly offers workshops for the radio community. The courses take place all over Austria and are a great opportunity to meet colleagues from other „Free Radios“ and to exchange experiences. For participating in COMMIT Workshops please register in the Radio Helsinki office.

Homepage: [commit.at](http://commit.at)

### **Station – joining the radio community: We are the radio!**

***Your own broadcast was your goal. But the radio offers a lot more - the community of all people who make program and who are part of the social life!***

- **The Radiocafé:** The Radiocafé offers a space to get to know each other and talk in a relaxed atmosphere for all people who are active at Radio Helsinki or just want to pass by.
- **Participation in the news magazine VON UNTEN:** If you are interested in news, if you want to ask critical questions on political topics, then you are right at VON UNTEN. Share your skills, do research, make interviews or write scripts.
- **Radio Projects:** If you think a topic is relevant and needs a focus in our program, then get in touch with the program board.
- **Events on the radio:** You can also host events in the foyer: readings, panel discussions, smaller concerts or cooking together: for a self-determined, socially just and enjoyable society and city.

**The newsletter informs you regularly about activities at the radio, workshops or events.**