



Radio Helsinki 92,6 | Freies Radio Graz
Schönaugasse 8 | 8020 Graz
Telefon: +43 316 830880 | Fax: +43 316 830880 84
Web: www.helsinki.at | E-Mail: office@helsinki.at

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]

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 in the broadcasting studio is possible every Tuesday. The preparation starts at 13.00-14.00h; rehearsal from 14.00-15.00h; feedback at 15.00-16.00h and archive, editing for internet 16.00-17.00h.
- If you would like to pre-produce, plan other alternative concepts or have different requests – in that case, please contact our Team of Teachers (Ausbildung).

Station - To the program board: Your broadcasting show [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]

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]

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.

Blogs and Cross Media Publishing: reaching audiences on different channels.

Homepage: <https://wiki.helsinki.at/Training>

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

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!

- **Participation at the editorial teams,**
 - VON UNTEN: Our community news magazine: vonunten@helsinki.at
 - **Snapshots from the Borders:** Citizen & Migrants - Journalism cj@helsinki.at
 - **Sorry, We are Open!:** The cultural and music team. kulturredaktion@helsinki.at
- **Participation in common projects and programmes:** If you have a special topic you want to highlight, you might start your own project at the Radio. Applications possible are possible with the management: gf@helsinki.at
- **The Radio as a venue:** You might organize events at the Radio. In the foyer we offer a stage for public readings, panel discussions, even concerts. We do have a kitchen for cooking together. You could organise meetings for goals that are also important to Radio Helsinki: for a self-determined, socially just and fun society and city.

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