

This document provides email templates sent out to guests for Your Digital Mentor Podcast. Click on link below

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# Invitation email template

Dear [name]

I am writing to you on behalf of [Your Digital Mentor Podcast](#). It is a free podcast series developed from Wellcome Genome Campus by the [WCS](#) and [WSI](#) in collaboration with [SESH Global](#). The podcast explores topics around mentoring and career development, tackling the challenges through real stories and honest discussions from expert guests around the world.

We would like to invite you to be a guest on the podcast to discuss the topic of mentoring. We will focus the discussion on what a mentor is and what it takes to establish and maintain a good mentoring relationship.

The interview will require about **1 hour** of your time. We hope to have a conversation-style discussion allowing casual interaction with the host and guests. We aim to record the interview in the first week of [month]. If this week suits you, please can you let me know of a convenient time that will suit you for the recording.

You can use [this service](#) if you have different time zones to suggest a suitable time. We usually try and record at **4PM BST/ GMT+1**

To guide you in conversation, below are:

*[add guide questions here]*

We look forward to hearing from you.

Please find more information about the podcast using any of the links below:

[Web](#) | [Twitter](#) | [Soundcloud](#) | [YouTube](#) | [Apple](#) | [Spotify](#) | [Google podcasts](#) | [Stitcher](#)

*[Agree on a time and date in this first email so that podcast personnel can generate a zoom link to include in your 'instructions' email]*

Kind regards,

[Name]

On behalf of Your Digital mentor podcast;

[Web](#) | [Twitter](#) | [Soundcloud](#) | [YouTube](#) | [Apple](#) | [Spotify](#) | [Google podcasts](#) | [Stitcher](#)

# Follow-up email template

[Sent once guests have accepted and time and dates are sorted]

Dear [Name]

## **Zoom link**

*[Ask Mariana for zoom link once date is set]*

## **Structure of the Interview**

The interview will require about 30-45 minutes of your time (including a few minutes for set-up at the beginning). We will start with introductions to the topic and your full name, title and affiliations and then ask you to give a brief (less than 2 min) introduction to related work you do. After that we will go into the discussions.

## **Recording on the day**

We will be using Zoom. For better sound quality, please connect using a **headphone/earphones with a microphone** if possible. At the same time you will need to **record your audio using a voice note or voice memo app on your phone**. Please try and record in a quiet room with minimal echo. These instructions are summarized [here](#). Please note you only need to read page 1 of the instructions.

## **Before the recording**

If you haven't already done so, please fill out the following forms. This should take you 5 minutes total.

- To promote you on the show we would need permission to share your photo in our promo channels. Could you please read and sign the 'Talent Release' from [here](#) [\[docs.google.com\]](#)
- Could you also fill in your bio (50 words max) and attach your professional photo [here](#) [\[docs.google.com\]](#)

## **After the recording**

Please can you deposit your recording *[please provide an active link for your episode, the folder for S2 episode is*

Kind regards,

On behalf of Your Digital mentor podcast

[Web](#) | [Twitter](#) | [Soundcloud](#) | [YouTube](#) | [Apple](#) | [Spotify](#) | [Google podcasts](#) | [Stit](#)

## Post-recording email template

Hi [insert name]

A quick note to say that we really appreciate you coming on the podcast and providing great talking points and food for thought for our listeners.

If you haven't already done so, please post your recording here *[please provide an active link for your episode, the folder for S2 episode is [here](#)]*

The [episode name] episode will go live [insert date] and we will be promoting the episode through our social media channels, primarily twitter and LinkedIn. We kindly ask you to further amplify the episode by posting about us on your personal/professional accounts but also reach out to your institute's communications team to be able to publicise the episode if possible.

Below are the twitter and LinkedIn posts about the episode.

LinkedIn: <https://www.linkedin.com/feed/update/urn:li:activity:6737329777260158976>  
[\[linkedin.com\]](#)

Twitter: [https://twitter.com/mentor\\_podcast/status/1331538454258343938](https://twitter.com/mentor_podcast/status/1331538454258343938) [\[twitter.com\]](#)

Once again, we really appreciate you coming on the show and we hope with your help we can continue to grow.

Have a great day!

Kind regards,

[Name]

On behalf of Your Digital mentor podcast;

[Web](#) | [Twitter](#) | [Soundcloud](#) | [YouTube](#) | [Apple](#) | [Spotify](#) | [Google podcasts](#) | [Stitcher](#)