
Audio Recording and Submission Instructions

You can easily create your audio recording using one of the recommended programs:

- iPhone's *Voice Memos* app
- A similar Voice Recorder Android app of your choosing
- Zoom (audio recording only, no video)
 - *Note: Video recordings will not be accepted*

Creating good quality audio is all in the details. Please follow the steps below to ensure your audio is clear.

Before You Record:

1. Find a quiet place where you can control the environment.
2. Mute computers, cell phones, etc.
3. Avoid public areas where background noise may be present.
4. Be prepared and have an outline of your submission ready before recording.
5. Hold or place the device 6-12 inches away from and slightly to the side of your mouth (or rest it on a table below you).
6. Maintain the same distance from the mic throughout your recording.

To Record:

1. After clicking the "Record" button on your application, **pause for at least 3 seconds** before beginning your audition.
2. Similarly, once you are done speaking **pause for at least 3 seconds** before stopping your recording.
3. If your application prompts you, please name your file "2026ASCOVoices_<Your Last Name>"

Submitting Your Recording:

1. If you are using an app on your mobile device, look for the option to "export" or "share" your recording. You can then choose to share the file via email. If you are recording on your computer, you can attach your newly created file to your email from Outlook or your preferred email carrier.
2. Please email your recording to speakers@asco.org
3. Please use the following format for your email's subject: "2026ASCOVoices_<Your Last Name>"
4. ASCO Staff will confirm receipt of the file by reply email. Please do not delete the audio file from your device until you receive confirmation.