

READ ME FIRST

Quick reference guide

The present document will specify the type of files that you may upload on the RQI Portal :

- Presentation Form
- Audio Files
- Image File

PRESENTATION FORM

To submit your files to Radio Québec International (RQI), you must fill out the "Contact Form" (Section 1) of your "Presentation Form".

If you do not wish to be advertised or promoted on air, RQI will simply add your Audio Files to the programming of one of its thematic programs and/or in its regular programming according to the musical style specific to each of your files.

Official Presentation

If you would like to be officially presented on the "Nouveautés sur RQI" radio show, you will need to fill out the "Artist File" (Section 2).

N.B. To allow RQI to use your "Public Data", you will need to check the autorisation box in Section 1 (CONSENT).

Saving your Presentation Form

In order to facilitate the archiving of your file, once completed, you will have to save it by renaming it by adding either your artist name or the name of your group:

Ex. : Presentation Form – Artist1.doc

Ex. : Presentation Form – Our Band.doc

A "Presentation" example (p.4) gives you some pointers in order to complete your own form.

PRESENTATION EXAMPLE

ARTIST FILE

Name artist or group :	<input type="text" value="Ex. : Our Band"/>
Homeport (City) :	<input type="text" value="Ex. : Saint-Jérôme"/>
Formation (year) :	<input type="text" value="Ex. : 2014"/>
Musical Genre :	<input type="text" value="Ex. : Song, Hip Hop, Rock, Folk, Experimental"/>
Album(s) available in stores:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, wich one(s) :	<input type="text" value="Ex. : RecordStore X"/>
Album(s) available for download :	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, download link :	<input type="text" value="Ex. : https://ourband.bandcamp.com/album"/>

Social Media

Website :	<input type="text" value="Ex.: www.ourband.qc.ca"/>
Bandcamp :	<input type="text" value="Ex.: https://ourband.bandcamp.com"/>
SoundCloud :	<input type="text" value="Ex.: https://soundcloud.com/ourband"/>
Facebook :	<input type="text" value="Ex.: https://www.facebook.com/ourband/"/>
Twitter :	<input type="text" value="Ex.: https://twitter.com/ourband"/>
Other :	<input type="text" value="Ex.: Linkedin, Google+, Pinterest, ..."/>
	<input type="text"/>
	<input type="text"/>

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ARTIST FILE

Present yourself

Ex. : Our Band is a group of electronic music formed in 2014. We experiment with old analog synthesizers in the hope of recreating the sounds of old school Newwave bands of the early 1980s.

Our Band is Artist1 (guitar), Artist2 (bass), Artist3 (synths) and Artist4 (drums).

Our Band is currently on tour across Québec.

Our new album entitled «TITLE» is now on sale at RecordStoreX

LIST OF AUDIO FILES

- 1 Our Band – Title1.mp3
- 2 Our Band – Title2.mp3
- 3 Our Band – Title3.mp3
- 4 Our Band – Title4.mp3
- 5 ...
- 6 ...
- 7 ...
- 8 ...
- 9 ...
- 10 ...

AUDIO FILES

Audio files should preferably be recorded in MP3 format (minimum sampling frequency of 44,000 Hz / minimum audio quality of 128 kbps).

IMPORTANT: *Because WAV files are heavier, the RQI Portal server may reject the transfer if the upload timeout is too long.*

In this case, it is recommended to use a file transfer system (Ex: GoogleDrive, WeTransfer, Dropbox, ...) by sending the address of the download link to RQI (rqi@mail.com).

IMAGE FILE

As a promotion for your first broadcast, we invite you to upload to the RQI Portal an image of your choice that will be published on RQI's social media. For example :

- Album cover (Recommended)
- Logo
- Advertising photo / artist or group

The format of the Image File should have the following dimensions: min. 700x 700 pixels / resolution min. 72 dpi.

N.B. To allow RQI to use your "Image File", you will need to check the authorisation box in Section 1 (CONSENT).

UPLOADING YOUR FILES

You can now send us your "Presentation Form", your "Audio Files" and an "Image File" by uploading them to your personal account on the RQI Portal.

If necessary, refer to the "Portal Help" document for the necessary steps for your uploads. The document is available at:

<http://www.radioquebecinternational.com/PortalHelp.pdf>