

Recent Broadcaster Conferences / Visit 2018 National Association of Broadcasters Radio Show for **FREE!**



SoundExchange Director of License Management, Travis Ploeger, at the College Media Association (CMA) and Associated Collegiate Press (ACP) Fall National College Media Convention in Dallas, TX in October 2017.



Travis Ploeger, explains SoundExchange License Direct to an attendee at the NAB Radio Show in Austin, TX in September 2017.



SoundExchange Licensee Relations Senior Specialist, Carl Kelly, hosts the SoundExchange booth at the 2018 Louisiana Association of Broadcasters/Mississippi Association of Broadcasters Annual Convention in New Orleans last month.

Recently, SoundExchange has been making appearances at various annual conventions attended by the radio industry. The last few years alone have included booths and/or panel appearances at the state broadcaster association conferences for New Jersey, Texas, Florida and Alabama. This year, we've enjoyed meeting stations in Louisiana, Mississippi, Missouri, New Mexico and Virginia. And this is in addition to our annual appearances at the [NAB Show](#) in Las Vegas each spring, and the [NAB/RAB Radio Show](#) each fall.

Speaking of which, we're excited to be at this fall's NAB/RAB Radio Show at the Hilton Orlando Bonnet Creek. **In fact, we're inviting YOU to have a free "Exhibits-only" Pass to this year's Radio Show by using our guest code: OR4656.**

We appreciate hearing feedback from licensees regarding anything about their relationship with us, and we hope you can meet us in Orlando this September 25th through the 28th. We'll be at Booth 30, so come on by and meet Travis Ploeger, our longtime Director of License Management.

Are you interested in having us come to your state broadcaster association conference? Please ask your state broadcaster association to contact us, or [ask us yourself](#), and we'll do our best to make it happen!

Statements of Account vs. Reports of Use: A Refresher

Almost all licensees are required to regularly give us (in addition to payments) *two* separate and unique kinds of submissions:

Statements of Account (SOA): These are the certified calculations of any royalties owed by a

Licensee, and must be signed.

- All licensees are required to submit an annual minimum fee SOA, due each January 31 for that calendar year, accompanied by the minimum fee payment.
- Almost all licensees are required to give us monthly SOAs, even if no royalties are owed. If the SOA indicates a payment is owed, the payment is due with the SOA. (Noncommercial Educational Webcasters are not required to submit monthly SOAs.)

Reports of Use (ROU): These are the playlist files, including audience measurement, describing which sound recordings were used by the licensee per month/quarter. These text or Excel files are often generated by a third-party vendor of the licensee, and must be delivered to us in a specific format. Different categories of licensing have different [reporting requirements](#).

- Almost *all* licensees, including *all* Business Establishment Services and *most* Commercial and Noncommercial Webcasters, *must* deliver *monthly* ROUs. These *census* files contain *all* non-excluded recordings used within the month, and *most* webcasters are required to report *actual total performances* (the individual listener count of each transmission of each sound recording).
- A small number of *minimum fee webcasters* (AM/FM stations, simulcasting their terrestrial transmissions, and not exceeding \$500 in annual royalties owed) may choose to submit *quarterly* ROUs. These *sample* files contain *all* non-excluded recordings used within two, seven-consecutive-day periods of the quarter, and report the aggregate tuning hours (ATH) of those periods, as well as the play frequency (i.e., "spins") of each recording during those periods.
- Noncommercial Educational Webcasters have the option of waiving their ROU obligation with an additional (annual) \$100 fee. Those choosing to submit ROUs should [contact us](#) for more information.

The good news? **All of this can be completed online, using [SoundExchange Licensee Direct](#)**. In fact, licensees *must* submit their monthly SOAs using SoundExchange Licensee Direct. (First time users, or users changing certain service information, must first submit a PDF of an annual minimum fee SOA before they can use SoundExchange Licensee Direct.) ROUs uploaded via SoundExchange Licensee Direct also get the advantage of added quality assurance, which reduces the chances of sending logs to us that contain errors.

Still have questions? Please feel free to [contact us](#).

Uploading Reports of Use in SoundExchange Licensee Direct: Column Mapping

Step 2 of 4

UPLOAD **CONFIGURE** REVIEW SUMMARY

Configure Columns

← COLUMNS 1-5 COLUMNS 6-10 COLUMNS 11-15 →

Name of Service 1 Transmission Category 1 Featured Artist 1 Sound Recording Title 1 ISRC 1

NAME_OF_SERVICE	TRANSMISSION_CATEGORY	FEATURED_ARTIST	SOUND_RECORDING_TITLE	ISRC
My Radio Station	A	A THOUSAND HORSES	SMOKE	
My Radio Station	A	ALABAMA	FEELS SO RIGHT	
My Radio Station	A	ALABAMA	SONG OF THE SOUTH	
My Radio Station	A	ALAN JACKSON/DIMMY B	IT'S FIVE O'CLOCK SOMEWHERE	
My Radio Station	A	ALLAN GARY	NOTHING ON BUT THE RADIO	

BACK SAVE & NEXT

Return to Year-to-Date Summary

More than half of licensees are using **SoundExchange Licensee Direct** to deliver ROUs each month, enjoying its transparency, pre-submission quality assurance, and efficiency. The first time a service uploads a ROU, the service must "teach" SoundExchange Licensee Direct how to process ROUs from that specific licensee. Part of this process is column mapping, in which the licensee labels which column in the file contains which kind of data: Once completed, SoundExchange Licensee Direct will auto-populate those column mappings for future submissions from the licensee, dramatically reducing the user time needed for this step of the uploading process. Users must

have completed column mapping in order to finish their ROU delivery via SoundExchange Licensee Direct.

If you have questions about column mapping, or any other part of ROU delivery, please [contact us](#).

SoundExchange Licensee Direct User Guides

As you probably know by now, we require licensees to calculate and certify their SOAs using our online tool, **SoundExchange Licensee Direct**. ROUs uploaded via SoundExchange Licensee Direct also get the advantage of added quality assurance, which reduces the chances of logs containing errors that are easily correctable. The added transparency and efficiency of royalty submissions has been appreciated by licensees as well as ourselves... and we now have **user guides** to help services with completing typical interactions with SoundExchange Licensee Direct. Please check out the user guides first the next time you have any questions about using SoundExchange Licensee Direct, and if you still have questions, feel free to [contact us](#)!

Check us out on the road:



2018 NAB/RAB Radio Show - Booth 30

September 25-28

Orlando, FL

Promo code for FREE "exhibits-only" pass:
OR4656

[Register](#) ▶

Remaining due dates for most services through September 30, 2018*:

Monday, July 16, 2018:

May 2018 royalties and ROUs

Tuesday, August 14, 2018:

June 2018 royalties and ROUs

Friday, September 14, 2018:

July 2018 royalties and ROUs

*Not all services are required to submit monthly royalties and ROUs. Please [review your license category information](#) and/or contact our Licensee Relations team with any questions at (202) 559-0555 Mondays through Fridays from 10 AM to 5 PM or via email at licenseerelations@soundexchange.com.



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