

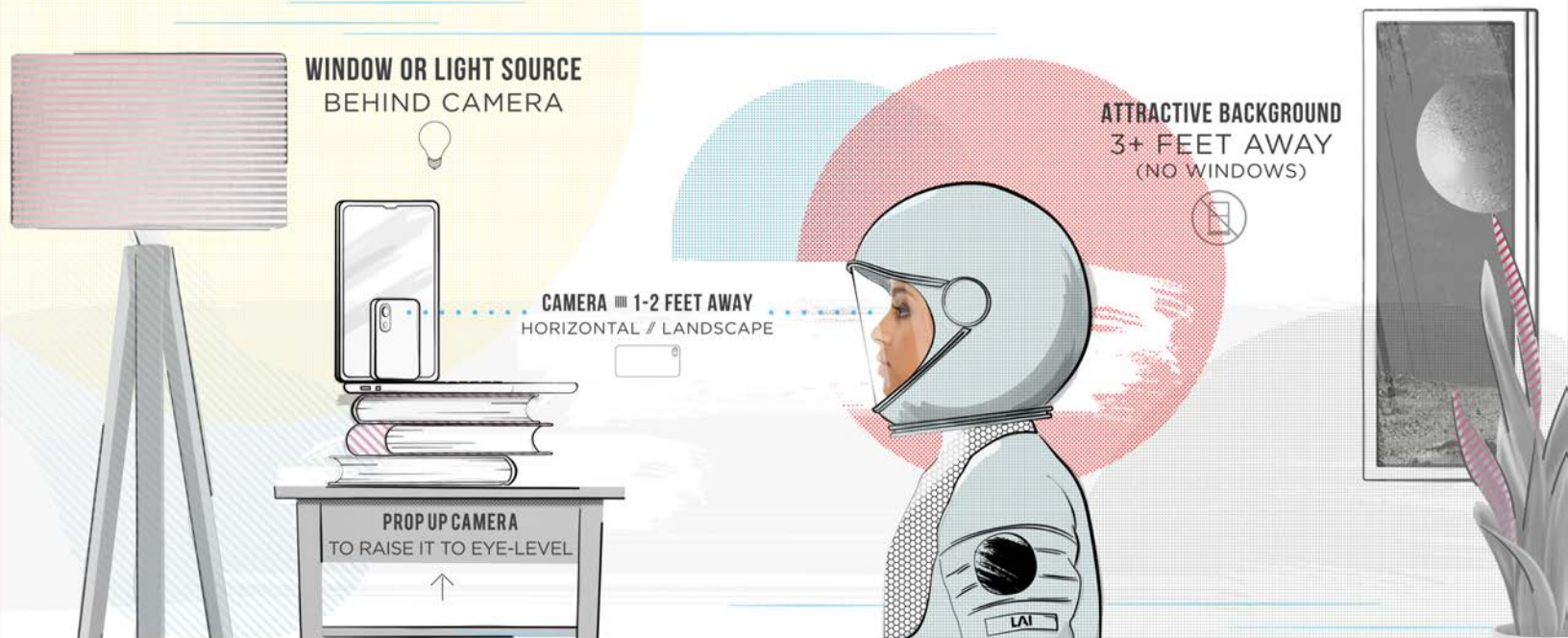
# HOT TIPS

FOR A SUCCESSFUL REMOTE INTERVIEW



# SO YOU'RE RECORDING A REMOTE INTERVIEW

Hot dang! You're recording with an LAI Video Producer.  
What's next?



## STEP ONE

### Prepare Your Space

Ideally we'll have you record in a room with some depth behind you (3+ feet), as well as a visually interesting backdrop - so, not sitting directly in front of a white wall if we can help it. Do you have a home office with bookshelves? A living room with a fireplace or credenza? If there's a window or other light source to your side or in front of you, even better. Avoid a seating arrangement where the light is coming from right behind you.

Your producer will either record you using the Zoom virtual conferencing software or ask you to record yourself using an iPhone or Android phone.

# STEP TWO

## **If using Zoom:**

You will receive a Zoom invite, click on it at the appropriate time and once in the Zoom meeting space, make sure that your video and audio functions are both turned on!

## **Prepare Your Tech**

### *If using an iPhone*



Go to Settings>Camera>Record Video>4k at 24fps (if not available on your iPhone, choose 4k at 30fps).

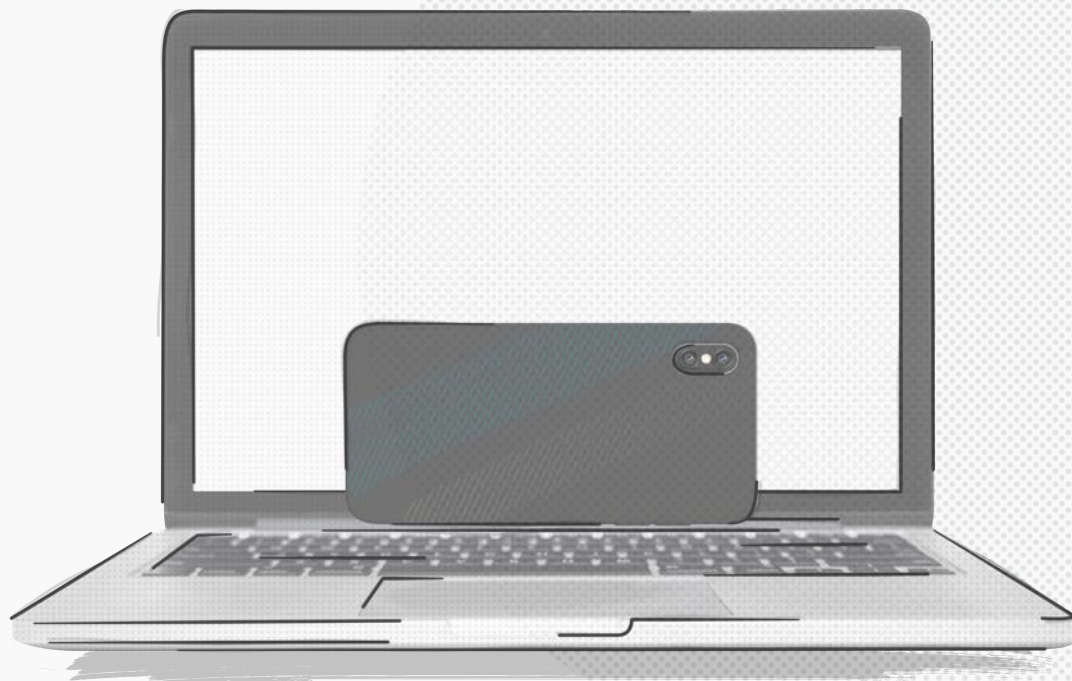
### *If using an Android*



Go to your camera app>Settings>4k at 24ps (if not available on your Android, choose 1080p at 24fps).

**You may also want to check the storage capacity on your phone, and make sure there is more than 5GB available. Turn off all notifications on your phone and computer. If recording on a phone, please use headphones (Bluetooth preferred, if possible!) or an external microphone to ensure audio quality.**



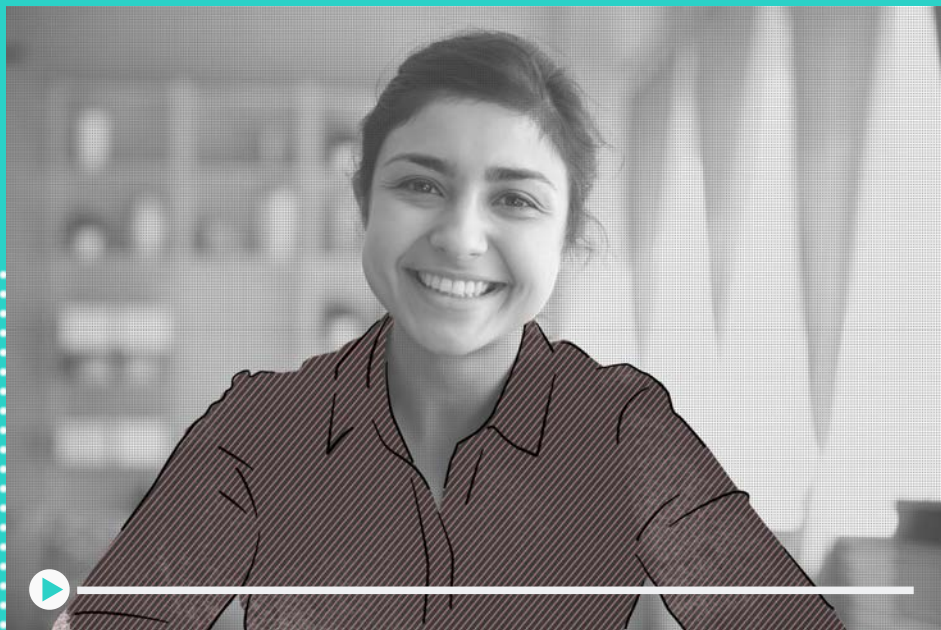


# STEP THREE

## Action!

Even if recording yourself on a phone, you'll still receive a link to a Zoom meeting so that the producer can ask you questions for the interview. Enter the Zoom meeting and set up your phone against the computer screen, like you see in the diagram above. No matter the recording method, keep your eye on the camera or computer lens, not the main screen (it may mean lifting the computer screen/phone using those books we mentioned before). We know it's tempting to stray! Stay relaxed and conversational – you'll do great.

If you were recording yourself, text or email your video file to  
your producer.



# STEP FOUR

Send Us  
Your  
Content

## THAT'S IT!

During these hard times, we may be separated,  
but we're far from alone. If you have an idea, an  
ask, a favor — contact us.

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