

3) Virtual Interviews

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Summary

If the interviewee cannot make the recording session in person, it is possible to record an interview remotely. The instructor would be recorded in the studio in a traditional video lecture set-up. The interviewee would communicate with the instructor via Zoom or Collaborate and be digitally recorded through a desktop application. The interviewee would be advised of webcam etiquette and standards prior to the interview recording.

Materials



Content Outline

The following questions need to be answered:

- How many interviews?
- How many interviewees?
- What is the estimated time duration of the interview(s)?
- Are there any other specific details that pertain to the recording of the interview?



Schedule Test Call

A test call must be scheduled with the interviewee and the production team to ensure fluidity amongst technology upon the day of recording.

Timeline

Production Meeting

- A production meeting with the Production Team to discuss further details must happen at least 6 weeks prior to the recording date.

Materials Submitted

- The materials for production must be submitted at least 4 weeks prior to the recording date.

Test Call

- Test calls must be scheduled at least 2-3 weeks prior to the recording date.

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