

Friday, June 9
INTERN EDITION MEETING

Intern Edition begins again!

Meeting began 9:30 am, in the Multicast Room on the 1st Floor.

- Welcomed Jenee Darden from NPRW with News & Notes
- Brief intros to help learn names

Overview from Doug Mitchell:

- Program started in 1999
 - o Want to bring everyone else "into the light"
 - o Allow interns to tell NPR/the world what is going on
 - o Don't be discouraged- bring forth ideas!
 - o This is a learning process for everyone- be supportive and have fun!
- Please listen to last years show and look at the website ASAP
- Our website:
 - o New design
 - o Working on content, short stories, bios, audio, visual, etc.
- Doug is here to help us get our program out...but talk to Rita first
- This show is our calling card

Overview from Rita Garcia (Executive Producer):

- Deadlines & Trainings
 - o Applications for Intern Edition (IE) due Friday, June 9 at 5 pm
 - o Bios due Friday, June 9 by NOON
 - o Pitches due Thursday, June 15th
 - o Equipment Training, June 23rd
 - o Should be able to collect sounds and interviews by June 26th
 - o Show premiere August 3rd
- Congrats to:
 - o Arwa Gunja, Managing Editor
 - o Melissa Pachikara, Web Team Leader
 - Jeremy VanderKnyff, Danielle Trusso, Jenny Lederer, Christina Tran also involved
 - o Derick Bowers, Audio Engineer
 - Also Shaun Roberts, Electrical

Overview from Melissa Pachikara (Web Team Leader):

- Want a visual website
- With stories, get photos to post on web
 - o Potential ideas: video with story, polls, quizzes, interactive maps/diagrams
- Bios could have music, video
- Want social pictures
 - o Intern events, social events, inside and outside NPR
 - o Please give to Melissa
- Email Jeremy VanderKnyff (jvanderknyff@npr.org) with ideas for website
- Next meeting is Tuesday, June 13 @ 1 pm in the News Training Rm. (Rm. #530)

- All are welcome who are interested in organizing, visualizing, and editing website

Overview from Meredith Cook & Jessica Skwir (Communications Team Leaders):

-Explanation of what Communications does:

1. Outside outreach- press, media, Internet
Press releases for some interns at home town/university
2. Internal promo
Launch show to staff, promo of event/interns throughout summer, get people to come to the show, donations (hand out free stuff to brand OUR event), flyers and creative pieces
3. The event (August 3, 2006)
Catering, room set up (need volunteers for day of), invitations, creative pieces, giveaways at event (t-shirt, mug, CD, etc), audio set up, etc.

-We need from everyone:

- Your school (even if recently graduated) or hometown (or current place you reside)
- The name of the Newspaper of your school/town

Other:

- Good idea to save emails, create folder in Outlook
- General Intern Edition Mtg. Friday @ 9:30 am every week
- If have problems with equipment- contact Rita and Derick ASAP when out & about
- Handed out "Next Generation Radio Training Guide" book

Pitches:

- First part of any process, must sell idea to Arwa and Rita
- Must read Section 2 of book
 - How to pitch a story and write it up
 - If idea no accepted, come back with another one
 - Only ONE idea/story at a time
- Between Reporter and Producer = Team Work

Answers to Questions:

- Training will happen as needed
- Please start with ONE story
- If your story is not in the show, your summer will not be ruined
 - It will go on the website
- Please contact Rita and Arwa about the SHOW
 - Contact Doug only about NPR related questions
- The theme is ours to pick
- Cannot go out and get info. until story is approved by Rita and Arwa
- Phoner= phone interview, use as last resort
- Stories in show will be 4-5 minutes long
 - Extra could be added to web story
- If traveling, fund yourself
- When interviewing, must tell interviewee:
 - You are an Intern at NPR, working on a training project for the summer
 - Reporting stories for the Internet (not the radio)

- Be clear with person: tell what this is for and remember to ask before you start recording
- Offer a copy when the show is finished

Doug Gone:

- Will be back July 5th
- Contact Rita and Arwa with questions about the show
- For intern-program questions, you can ask Barbara Sheppard
- Rita and Arwa will be running the meetings
- Email, text, IM Doug only if necessary

Meeting ended at 10:40 am

*Next meeting Friday, June 15th at 9:30 am