

**Friday, June 23**  
**INTERN EDITION MEETING**

**Hooray! You made it to the 3<sup>rd</sup> IE meeting!**

*Meeting started at 9:45 am in BR East*

-Doughnuts provided by Rita

**Reporter and Producer Tips**

*For handouts provided, please contact Rita (x. 3957)*

-Tips for the Reporter

1. Your biggest responsibility is CONTENT
2. Remember to get first and last names of the people you interview
3. Start the interview with general information (not pertaining to the interview subject)
4. Be aware of your surroundings
  - a. Surroundings= clothing, weather, atmosphere
  - b. Doing this can help LATER if you need more info.
5. To help yourself, write down, note, or hit the mark button on the minidisk when something important happens during the interview
6. You can record your questions only if you want
  - a. If you do, be sure to explain the process to the interviewee
  - b. Also, make note of a time delay from when you are moving the microphone from you to the interviewee
7. You can do "stand up" on the field if you want

-Tips for the Producer

1. Your biggest responsibility is SOUND
2. Check your equipment before you leave (minidisk, cords, batteries, etc.)
3. Always wear your headset
4. It is ok to be direct/interrupt during the interview if you need to
5. Make sure you are recording! Check throughout the interview (just in case)

*-Always remember to look for and record AMBIENT SOUND! (i.e. background noise)*

- o Five (5) minutes of it wherever you go

-Minidisk tips

1. Use the Mark Button to help you log your questions and responses. For example, the first time you ask a question and the interviewee responds, hit the mark button (track 1). The next set is track 2 and so on. Also, you can use it for keeping a log of what parts of the interview you thought went well.
2. Before you leave, listen to your recordings. That way if something is missing, you can get it then and not have to return.

**Tips from Derrick**

1. If something goes wrong with the minidisk, DO NOT DELETE IT. Leave it alone and start a new track.

2. Don't touch the speed of voice button (it should be on Low sensitivity/Monotone setting)
3. Ask him for help with minidisks and Dalet training/assistance

### **Take a camera when you go out**

- o Get pictures for the IE page

### **News Spots for the IE Page**

- o These are optional and can be supplemental to your pieces
- o You can do 45 sec. news spots for the IE website for a news-worthy topic
- o It is a short, written (without sound) piece that tell the 5 W's

### **Arwa**

- o Everyone is doing a good job of staying on the ball and setting up interviews
- o If you have not meet as a team (reporter/producer) with Arwa, do so by Monday, June 26
- o Everyone is generally focused and knows an idea of who they are interviewing and when
- o Should be on your way to get sound
- o **Use the Deadline sheet!**

### **Dalet Training**

- o If you want a follow-up training, contact Rita to get a script to practice
- o Rita, Arwa, and/or Rolando are there to answer questions

### **Digital Media**

- o Working on a 30-45 sec. IE video segment for the IE website = Promo for IE and Internship Program
  - A sign-up sheet when around for people willing/interested to be in the video
  - Will be about internship in general
  - Will be of clips of people doing things, talking about internship, working, etc.
  - It will be edited into a video
- o Logo- almost finalized (checking with legal)
- o Web design should be finalized by next week
- o Audio bios
  - Need to be more exciting/interesting (anecdote, life story, poem, etc.)
  - 30 sec. to 1-minute max
  - Must produce a script: Give to Jenny Lederer by Wednesday, June 28 by 3 pm**
- o Blog- new design (more about intern's jobs/tasks)
  - If interested in blogging, contact Talat (x. 2940)
- o **The website will launch Wednesday, July 14<sup>th</sup>!**

### **Communications**

- o Reminder: Communications works on internal/external promo for IE website/IE event, website content (minutes & overviews), and IE event planning
  - If you'd like to help, please contact Jessica (x. 2301) or Meredith (x. 2307)
- o **Need every Intern's supervisors NAME & EXTENSION**
- o **Need Newspaper info. if you want to be featured in a press release**
- o IE was mentioned in What's Up
- o Working on promo for website launch
- o Minutes and overviews of meetings will continue to be emailed

**An appreciation note from Rita**

- Thanks for all the emails and notes of “thanks”
- Great communication- keep it up
- Exciting to know we (Summer '06 IE) is setting the bar for IE
- Happy to see the IE Meeting/participation turnout is still high

**Some interns stayed around to get insight on the minidisk from Monika.**

*Meeting adjourned at 10:30 am*