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Welcome to **The 24th Hour!** We're pleased to have you as an interview guest on our show. We're first and foremost a video-based media, using the Internet as both a production and distribution tool in a pre-recorded format. You can think of this as a **recorded video podcast**.

You may be familiar with Microsoft Skype. Skype is a software application for making video and voice calls over the Internet. The software's functionality, plus the Internet's digital bandwidth allow superior audio over the scratchy analog of landline telephones. An additional bonus is clear video chat capability. Skype is our first choice video chat application, as it's free to download and install, and is relatively stable and common for video journalism as well as private users. Skype also provides clear guidelines for broadcast media usage.

The following equipment is needed to use Skype or any other video chat application:

- The **software application** downloaded and installed on your computer or mobile device
- An **Internet connection** – Broadband *wired* preferred, dedicated WiFi usually works well, shared public WiFi discouraged
- A **microphone** - built-in or external
- A **webcam** - built-in or external
- **Speakers or Headset** (preferred)

We do have the capability to use other video chat platforms such as Apple's Facetime, Google+ Hangouts, and even landline telephones with prior coordination. We discourage using cellular phones except as a last resort due to quality and stability limitations. In all cases, we request access to your current **press kit, professional photo (i.e. head shot), web site graphic images, and merchandise (book cover images, DVDs, CDs, etc.)**. High resolution images work best, as we'll use them for B-Roll insertions into the video stream. If we conduct an audio-only interview, we'll use images to represent you and your work to the viewing audience.

Our goal is to represent you in the best way possible, emphasizing your current work. We want your video image and audio quality to be the best it can be. Here are a few tips to ensure quality on our video chat:

- Make sure you have a **Good Internet Connection**. Close any background applications using the Internet such as music and video players, or file downloads.
- Connect directly to the Internet using a **wired connection**, especially if your WiFi signal is weak.
- Use a **good quality webcam** and a **good quality microphone**.
- Make sure your room is **well-lit**.
- **No backlighting**. Don't sit with your back to a bright window or have a lamp behind you. **Set a light behind your webcam shining on you** for best results.
- Use the **latest version of Skype** or other video chat application
- For best audio quality **use a headset (or earbuds)**. Skype uses echo cancellation to prevent speakers from feeding back into your microphone, but it's not always reliable.

Please let us know your preferred contact information (email, website, Skype name, phone number) and we look forward to having you on our show!