



## Podcast Interview Guidelines

CarePoints is recorded using the **Riverside.fm** platform. While similar to Zoom, Riverside is able to use higher-quality video by recording each guest's feed locally to their hard drive, then uploading it to the cloud. This not only prevents video streams from being interrupted by slow or erratic internet connections, but allows each feed to be edited separately afterward.

### Entering the Riverside studio

To enter Riverside as a Guest, you'll need to use the following link:

Guest: <https://riverside.fm/studio/caresight?t=12116c256fa7c9758de7>

Prior to entering the studio, guests will be asked to enter their name and choose whether or not they are using headphones (or earbuds). Click the option that applies.

A screenshot of the Riverside.fm studio entry interface. At the top, it says "You're about to join CarePoints". Below that is the heading "Let's check your cam and mic". There is a text input field with the placeholder "Enter your name..." and a "Guest" button to its right. Below the input field are two buttons: "I am not using headphones" and "I am using headphones". At the bottom is a large purple button labeled "Join Studio".

It is also possible to enter as an audience member, which allows you to observe the session but not be seen or recorded. That link is: <https://riverside.fm/studio/caresight>.

### Preparing for the shoot

Location:

- Find a quiet room that will have a minimal amount of interruptions.
- Use as neutral a background as possible. Riverside does not provide virtual backdrops, so you'll need to use your own space. Nothing too bright or attention-grabbing. Windows should be avoided, especially behind you. Any blinds or curtains should be closed, unless it's overcast outside or the light is expected to remain consistent.
- If you have any control over lighting, the ideal placement is 45 degrees to either side of you and about 45 degrees above eye level.
- If using an office chair, try to avoid rocking and swiveling.

Computer:

- Make sure your hard drive has at least 2-3GB of available storage.
- Close all unnecessary apps, turn off notifications.
- Chrome is Riverside's "official" browser, but Edge sometimes works better, so use whichever works best for you.

### Camera & Microphone:

- Preferred camera: A high-quality webcam that's separate from your computer and provides the most flexibility in terms of positioning. Otherwise, whatever's available!
- Audio: An external microphone is ideal, and a wired mic is better than bluetooth.

### Recording

#### Camera placement:

- Camera should be positioned just above eye level. That means you may need to raise your computer higher than usual. A small box or stack of books can work, as long as they're steady.
- When speaking, it's best to look directly into the lens—which is where your audience is.

#### Framing:

- The bottom of the frame should be at or a little below the armpits, top is 2-3 inches above head. For example:



Notice how the subject is centered, is looking directly at the camera, and has the ideal amount of headroom. What is considered "ideal"? If you divide the screen into thirds, the eyes should be at or near the bottom of the top third, like so:



Of course, hats or high hair can change that equation, but as long as the top of your head is a couple of inches below the frame line, you should be fine!

By contrast, here are some examples of what to avoid:

**- A -**



- Too much headroom
- Bag is distracting
- Not enough light on face
- Leaning away from camera
- Head blends into background

**- B -**

- Not centered
- Top of head is cut off
- Positioned too close to wall
- Dark clothing on dark chair

