SAFETY + CONSENT

Obtain informed consent. This means that the person being recorded fully comprehends where the footage will be stored, used and any potential risks of them sharing their name, image or voice publicly.

Be ethical. Informed consent should be an ongoing process, especially for vulnerable communities. This means the interviewer should check-in over time to see if the interviewee has changed their mind. Circumstances can change. Learn more: wit.to/InformedConsentVideo

Using an app or cloud service for storage can present security concerns, such as law enforcement maybe being able to access your identity or personal information. Review the app’s terms and privacy information.

TIPS FOR CONDUCTING AN INTERVIEW REMOTELY

- If your voice will be edited out of the recording, let the interviewee know that the audience will not hear you asking the questions. Ask them to speak in complete sentences and include the question in their response.

- Remember to MUTE your microphone when you aren’t speaking.

FRAMING

Ask the interviewee to film horizontally as opposed to vertically.

Tell them to place their phone or computer on a surface that is eye level or slightly higher. They may need to set their device on something to reach the right level.

When setting up the camera, some depth in the background is preferred, as opposed to sitting directly in front of a wall.

LIGHTING

Ask the interviewee to sit near a window, but make sure the window/light is directly across from their face (and behind the phone/computer). This will help provide a nice light on their face.

The window/light shouldn’t be behind their face because it will create backlighting.

If natural light isn’t available, another option is to take a lamp and set it in-line or slightly behind their device so the light falls on their face.

They can also place a white piece of paper or tablecloth on the table in front of their device. This will bounce the light from the lamp, which helps get rid of shadows on their face.

AUDIO

Ask the interviewee to find a quiet location to film. Try to avoid rooms with fish tanks or AC units if possible.

If they have headphones with a mic on them, they should use those for the interview.

For more tips and resources visit library.witness.org | Recording Remote Video or Audio v1.0
HOW TO RECORD A PHONE CALL

KNOW THE LAW: In some states it is illegal to record a phone call without the consent of all parties. Learn more: wit.to/DMLP-RecordingLaws

SIMPLE TRICK ♦ If you have two phones, then use the second phone to record the conversation using the “voice memo” app. Place the phones close together, and make sure speaker phone is on for the phone you’re having the conversation on.

If you only have access to one phone:
You can purchase an in-ear microphone, like this one, that will record the audio from your phone speaker onto any other device with a mic input jack (phone, laptop, voice recorder, etc.)

THE EASIEST WAY TO RECORD A VIDEO CALL

If you are recording a video call with someone who is incarcerated or facing security risks, it’s crucial to consider any retaliation or punishment they could face for speaking out. Discuss these risks before recording.

Make sure you have a good data or wifi connection!

Use your phone to record the computer screen. Turn the lights off or film in a dark room to minimize glare on your screen. Hold your phone camera as steady as possible or stabilize it on a surface. Close all your tabs and maximize the video screen to make sure you’re only filming the video call, and not any personal information.

**ANDROID**
- For Android 10: Screen Recorder app by Kimcy929
  - Free, no ads, easy to use
  - Captures screencast, audio and screenshots
  - Helpful directions here
- Other Android recommendations

**IPHONE**
- IOS Screen Recording Apps (need to record the audio separately)
- Phone Screen with Built-in Screen Recorder
- Record it!

*IPhones will not allow you to record audio when using communication apps like FaceTime, Skype and WhatsApp. You’ll need a second recording device and an editing app to combine your audio and video into one file.

There are also ways to download a video directly from a video conference platform:

**ZOOM**
You can record video files both locally to your computer or to Zoom’s cloud. By saving your video to the Zoom cloud you can initiate recording on your iOS and Android mobile devices. Record locally if you have any security concerns at all.

**SKYPE**
Video is recorded as a split screen, combining all participant’s screens in one image. Only Skype to Skype calls will allow you to record video.

**GOOGLE HANGOUT**
This feature is only available with the paid G Suite Enterprise and G Suite Enterprise for Education editions. Recordings include the active speaker and anything that’s presented. Other windows or notifications are not included.

Other screencast options to record video calls on your computer:

**MAC**
Quicktime is free with the computer’s operating system and easy to use. It has an option for audio recording, and you can record high resolution video formats as well as export settings to compress video to smaller file sizes.

**PC/ WINDOWS**
Suggested apps: Icecream Screen Recorder, ActivePresenter, and Screencast-O-matic have free apps for Windows that are generally recommended. However, free apps may come with security/privacy issues.

SHARING THE VIDEO OR AUDIO RECORDING

**DROPBOX**
2 GB of free storage. Easy to use and has lots of features built in for easy user collaboration. Useful features like file recovery, sharing permissions and remote wipe if a device is lost or stolen.

**SYNC**
GB of free storage. Very strong security, protects your privacy with end-to-end encryption. No limits on file size or uploads. You can preview and restore corrupted and deleted files. Competitive pricing for paid versions that offer more storage space and features.

**MAIL BIG FILE**
Free and paid accounts available. Free account lets you send up to 2GB. Files available for 10 days. Up to 20 Files per day.