We invite you to record a StoryCorps Connect interview to celebrate Wellesley’s 2020 Tanner Conference.

This detailed guide walks you through planning and conducting your Connect interview. Let’s get started!

**How do I conduct a StoryCorps Connect conversation?**

1) **Choose a partner.** This can be anyone with whom you can share a safe, courageous conversation.
   - Intergenerational pairs often result in moments of awakening and understanding.
   - Peer partners provide a forum to reflect on shared experiences.
   - The most crucial element is your natural curiosity and a willingness to listen.

2) **Schedule.** Agree on a time and date to record. Decide who will be the lead interviewer.
   - Choose a one-hour block when both participants can focus entirely on the conversation, and can depend on a steady, stable internet connection.
   - The “lead interviewer” is the person who’ll open up the Connect chat room and send the link to the other participant. The lead presses record, stops the recording, and fills out the “interview metadata” form, including privacy settings. The recording will live in the lead interviewer’s account.

3) Both partners must **create an account** with the StoryCorps Online Archive prior to starting the interview.
   - Navigate to [archive.storycorps.org](http://archive.storycorps.org), then select “Log In” in the upper right-hand corner.

4) **Prepare for your interview**
   - Review the Wellesley Tanner Conference 2020 Conversation Guide.
     - Decide which questions you’d like to ask. Consider writing your own.
     - Most participants get through 6-8 questions in their 40-minute interview.
   - Watch the [1-minute animation](https://www.storycorps.org/how-to-use-storycorps-connect) on how to use StoryCorps Connect.
   - Watch StoryCorps’ 7-minute Masterclass on Interviewing.
   - Review StoryCorps’ [Conversation Tips](https://www.storycorps.org how) one-pager.
○ Choose photos to accompany your recording. Connect will grab 5 screenshots from your video feed. These screenshots will appear alongside the audio recording. After the recording, the lead participant can delete these screenshots and replace them with photos of your choice.

5) Recording day
   ○ 10 minutes before you start:
     ■ Prepare your recording area.
       ● StoryCorps’ Recording Tips one-pager provides suggestions.
     ■ Navigate to storycorpsconnect.org, log-in, open the chat-room, then send the link to your partner.
     ■ Technical issues?
       ● View instructions and a video in StoryCorps’ Connect Help Center.
       ● Do grant Connect access to your camera and microphone.

6) Conduct your conversation
   ○ Read the audio ID:
     ■ “Hi! My name is Abraham Lincoln. I am 102 years old. Today is October 15, 2020, and I’m speaking with Frederick Douglass, who is my dear friend. I am recording this interview in Wellesley, Massachusetts.”
   ○ Enjoy your discussion!
     ■ Break the ice by asking an opening question
     ■ “Go with the good stuff” by asking follow-up questions.
     ■ Don’t be afraid to show emotion, including laughing or crying.
     ■ Relax and be yourself.
   ○ End the interview by saying goodbye and thanking one another.

7) After the interview
   ○ Press “stop recording.”
   ○ While both participants remain online, discuss privacy settings:
     ■ Public: Your interview and related information are available to anyone on the web.
     ■ StoryCorps Community: Your interview and related information are available to anyone with an account on the StoryCorps Archive.
     ■ Private: Your interview and related information are private. Private interviews cannot be added to public communities. If your interview is currently part of a public community, selecting this option will prevent people in that community from viewing this interview.
   ○ After choosing your privacy setting, the second participant leaves the chat room.
- Lead participant:
  - Enter interview metadata by filling out the interview information form.
  - Use StoryCorps’ Keywording 101 guide walks you through archival standards.
  - Be sure to input our special campaign keyword, Tanner 2020.
  - Press “Save to Archive”. Within an hour, your interview will be available on the online archive.

8) Share your recording
- Email your interview partner a link to your interview.
- Share your interview publicly on social media and tag #Tanner2020, @Wellesley (Twitter) or @WellesleyCollege (Instagram), and @StoryCorps.

9) What we’ll do:
- Wellesley’s Tanner Conference 2020 staff will regularly search the keyword “Tanner 2020” in StoryCorps’ online archive.
- Check wellesley.edu/tanner to learn about student submissions and the latest news on the Connect activation!

Feeling stuck?
- View step-by-step instructions and a video in StoryCorps’ Connect Help Center.
- Email clientsupport@storycorps.org to receive fast, dedicated support.