**Information for Skype Callers**

We at the Midpen Media Center are dedicated to making you look and sound your best during your appearance on the show. Here are some suggestions you can follow that will help us do that. You probably can’t follow them all, but the more, the better.

Our Skype motto is “Don’t call us; we’ll call you.” Therefore, you MUST:

- Give us your Skype ID and a phone number (where we can reach you to troubleshoot, if need be);
- Ensure that your Skype program is configured to accept connections; and
- Add our address to your address book. It’s ‘mc-studio’

**General**

Skype wired connections seem to work better than wireless Skype, so use wired if you can.

If we lose the Skype connection before or during your appearance, we’ll notice, and we’ll try to call you on Skype again.

Just because your appearance seems to be over, don’t assume that the TV audience can’t see you. Stay in front of your camera and wait for us to disconnect the Skype call.

**Audio**

Find a quiet room. Turn your cell phone off, as well as other noisemaking items like radios, air conditioning, hair dryers, etc. Turn the TV off, too; we’ll send you video and audio on Skype.

Find an acoustically ‘dead’ room. Know how great your singing sounds in a tile shower? That’s exactly the OPPOSITE of what’s best for this. A room with carpeting, drapes, and filled with overstuffed furniture is best.

Have earbuds or a headset available. If you keep the speaker on your computer turned down to the lowest level that lets you hear, we can probably avoid using them, but just in case …

**Video**

Adjust the height of your computer (or the height of you) until the camera on the computer is about level with your eyes.

Adjust the computer so that the image of you is like the one shown here, with you filling much of the screen, and your eyes about 2/3 of the way up.

Sit facing the light. In particular, avoid having a bright light behind you, especially a window during the day. Your face should be brighter than the surroundings.

Find a room with “soft light,” lit by big windows or light that’s bouncing off the walls. Avoid rooms lit by a single lamp close to you.