



Thank you for your interest in **Teachers on Earth**.

Please review these instructions carefully.

1. Visit <https://vimeo.com/showcase/11291534> to watch our initial group of Teachers on Earth interviews.
2. Unless other arrangements are made with us in advance, interviews are conducted in English.
3. Please complete and sign the Permission Form for Adults (and Teachers) found in the Teachers on Earth section on www.kidsonearth.org/collaborate and send it to this email address.
4. Each interview is recorded in about 30 minutes, then edited to 15-20 minutes.
5. All interviews are recorded via ZOOM. Please secure a computer with a reliable ZOOM connection, and test several times under several conditions to be sure.
6. Your physical location should be quiet, free from commotion or distraction. An indoor location is best; consider an office or the school library.
7. You should be clearly visible and easily heard on ZOOM, with reasonably good lighting on your face and body, and little external noise.
8. You need not prepare, or feel anxiety. The conversation will be easy and free-flowing, based upon your experience as a teacher, your interests, and your plans for the future. (Rehearsal and memorization is strongly discouraged; we want you to be yourself.)
9. Allow a full half hour for each interview. It's wise to arrive 15 minutes before the interview, and to remain for 15 minutes afterwards in case of technical problems.
10. During the interview, you may have a friend nearby to help with any technical issues, but please focus your attention on the ZOOM conversation.
11. At the start of the recording, you will be asked to hold up a sheet of paper listing your first and last name, the subject(s) you teach, the name of the school, and the location of the school including neighborhood, city/town/village, and country. Please write in a dark color with large letters.
12. Our editing process often involves several months because there is always a backlog of past interviews, and because of other projects. When the videos are posted, you will be contacted, and provided with a link.

Questions?: Please use the contact form on <https://www.kidsonearth.org/collaborate>

Thank you. We look forward to working with you.

-- The Kids on Earth / Teachers on Earth team