**Introduction
for teams contributing to audio-visual exposition
on “Capturing voices of migrants in Cities” (PHOTOGRAPHS and Audio)**

**Preparation (photo shooting):**

* Inform the participant of the main aim of the project, how the picture and audio will be used. (Including short introduction of UN-Habitat and WUF);
* Let the participant share his favorite location, propose / agree on date and time for photo (and audio) – please select a public space.
* Test the camera before the beginning of the photography session to ensure the subject can be clearly seen.
* Make sure there is enough space on the memory card of the camera used for the photographs.

**Preparation (audio):**

* Please share the questions with the participants some days before the shooting/recording and check, if there are any questions;
* Inform interviewee that all information recorded will be confidential and used only for the audio-visual exhibition. Only schedule the interview after the informant has consented to being recorded.
* The interviews should happen in the original language of the interviewee (with a resumed transcript in English for the exhibition).
* The interview should be recorded as a conversation between the interviewer and the informant.
* The interviews are best conducted in a location with minimum background noise where the informant’s voice is clearly audible at all times. As the interview or discussion will be held in a public place, choose a location one without background music, loud voices and preferably little people around. (Check before the actual interview.)
* Test the audio recording device before the actual recording session in order to fix any audio issues and to test sound quality. Make sure you can save and listen to the sample audio recording.

**On site (photo):**

* The photographs are to be taken in the person’s favorite place with the person as the main subject in focus in the foreground while the space around her/him should also be clearly visible in the photograph.
* All photographs to be in color; the selected location needs to have adequate light.
* Landscape mode is a must so that the output photograph is horizontal. (All photos need to be similar for the exposition.)
* All photographs to be shot in RAW mode or at 12 megapixels for high resolution.
* The photographs are to be taken with the subject looking straight into the lens at eye level to keep the subject centered in the frame.
* The photographs will be used borderless, frameless and environmentally sized for large wall dimension (A1); therefore the recommended size for all photographs to be a minimum of 11 inches (28cm) on the short side at 300 dpi resolution.
* After having taken the picture, please show the participants the picture and discuss with him/her, which one to use.
* If possible, do a short video (to be shared via social media) in addition to the exhibition;

**On site (audio):**

* The audio recorder on the phone to be used is the application ‘voice memos’ if using an iphone or voice recorder if using an android device.
* Go through the questions again with the interviewee, tell her/him to answer freely but short (and that there might be a follow-up question from you if needed);
* Remind the interviewee that all information recorded will be confidential and used only for the audio-visual exhibition. Only begin the interview after the informant has consented to being recorded.
* Test the audio recording device again and make sure you can save and listen to the sample audio recording.
* The interview should be recorded as a conversation between the interviewer and the informant.
* The interviews should be conducted one on one with the audio recording device closer to the informant to ensure clarity of voice during the interview.
* Ask if the interviewee has any questions before starting.
* Only voluntary information provided during the interview should be included in the audio recording. Tell the interviewee again that she/he chooses what to say and there will be no force from you.
* Playback the audio after a recording session to ensure the audio quality is good and that there are no issues with the recording and to make sure that the interviewee is agreeing with the content.
* Use the (attached) form for letting the interviewee sign his/her agreement for using the recorded file for the exhibition (anonymous, but together with his/her photo).

**After the photo and audio session:**

* The recorded audio can then be sent to the Project Team at HQ converted as an uncompressed WAV file for high quality audio file. The audio recording will be edited (by the project team);
* The final recording output will be shortened and comprise of the person’s responses with a 3 second pause between each response and a maximum length of 3 minutes long; or combined to a monologue.
* Share the picture and the audio with the participant as file (if possible/applicable), after any editing.
* Once the exhibition is ready, share more updates and report back on impact and reactions (if possible/applicable).