

Checklist for a Successful Skype with an Author

BEFORE THE SKYPE

- Put your library name and the word Skype in the subject line of any emails to author.
- List information/questions in one email message:
 - Type of session: Q and A, workshop, or presentation
 - Ages of participants
 - Number of participants
 - Length of session
 - Date and time: Specify your time zone every time you communicate with the author
 - Clarify if special materials are needed, such as notebooks and pencils
 - Ask for permission to photograph or make a video recording of the session, if desired
 - Determine who makes the call.
- Include all your contact info in one easy-to-read list in every email you send:
 - Your library name and full address
 - Your name, title, library phone number, and cell number
 - Your Skype name.
- Add the author's Skypename to your Skype contact list and ask author to add yours.
- Test your system with someone.
- If you will have a large group, an external microphone is helpful.
- Read the author's work and brief biography with participants.
- Prepare questions ahead of time for Q-and-A and make sure they are appropriate.
- Rehearse what you and the participants will do during the call.
- Remind everyone that time may run out before all questions are answered.
- Put the Skype on your office and home calendar!

DURING THE SKYPE

- Call the author's cell phone and stay on the line if you have technical difficulties.
- Position the computer's camera so that it captures the whole audience.
- "Sweep" the room so all can wave hello if the group is too large to fit on the screen.
- Repeat questions from the participants if the author is having trouble hearing.
- Have step stool on hand, if needed, for shorter participants to reach camera lens.
- Stop when the time is up.

AFTER THE SKYPE

- Send the author feedback to improve future sessions.
- Please consider showing your thanks for the Skype session by supporting the author's promotional efforts:
 - "Like" or "follow" the author's social networking profiles
 - Write and post a collaborative book review online
 - Have readers write and videotape a fun review or creative commercial for the book. Share this video online (with parental permission, if needed)
 - Write an article about the Skype for your local newspaper, your library's newsletter, or website
 - Tell colleagues about the author.