

Process of Live Interviews

1. IAFQE invite educators for live interviews in two ways
 1. Online Applicants
 - i. Educators can apply for a live interview through www.iafge.org/interview.
 - ii. IAFQE will evaluate the application form.
 - iii. Suitable applicants are selected for live interviews.
 2. IAFQE invites stakeholders in the education sector for live interviews.
2. IAFQE appoints a coordinator to organize the live interview.
3. IAFQE appoints moderator/talk show host from project members of the IAFQE to conduct live interviews.
4. IAFQE creates a WhatsApp group with the interviewee, moderator/talk show host, coordinator, creative director, etc.
5. IAFQE creates and shares questionnaires in the WhatsApp group.
6. [See sample of completed questionnaire of a live interview](#)
7. [See the sample of Questionnaire template](#)
8. the moderator/talk show host needs to prepare questions with the guidance of the interviewee.
9. Moderators / talk show hosts need to complete basic details of the questionnaire form (Name, Designation, date and time).
10. The interviewee and Moderator/Talk Show Host need to upload their photos to a questionnaire form to prepare creative and video to promote the interview on social media.
11. The moderator or talk show host needs to get a date and time from the interviewee to conduct a live interview.
12. The date and time need to be confirmed by the moderator or talk show host.
13. IAFQE needs to create a Zoom meeting for the relevant date and time.
14. IAFQE needs to share the link to the Zoom meeting on WhatsApp and the questionnaire form.
15. The creative director will create creatives and videos to promote interviews.
16. The creative director should add topic of the interview, date and time with youtube link
17. The creative director will upload creatives to the IAFQE Facebook page.
18. The creative director will upload promotional videos to the IAFQE Facebook page.
19. Facebook posts can be shared by interviewees, moderators, talk show hosts, and other social media users as they like.
20. Interviews should be conducted by the moderator or talk show host on the relevant date and time.
21. The digital team will record a live interview.
22. The digital team will broadcast a live interview on Facebook and YouTube channels of IAFQE.
23. The Digital Team will download the live interview.
24. The Digital Team will edit the recorded interview.
25. The digital team will create a video for the live interview.
26. The digital team will upload edited live interviews to the YouTube channel, Facebook page, and other social media.

27. The moderator or talk show host should prepare a summary of the interview to upload in the description of the YouTube video.
28. Moderators and talk show hosts need to complete a question form with a summary of the answers.
29. A certificate will be issued to the interviewee for his or her contribution to the live interview.
30. Coordinator will monitor and guide entire activities of the live interview
31. Moderators/ talk show hosts will get certificates for conducting interview series successfully parallel to the conference.