GUIDANCE NOTE FOR REMOTE PARTICIPANTS:
VIDEO STATEMENTS

Remote participants can submit a pre-recorded video message.

Speaking time limit is 2 minutes for all.

All video messages need to be received by the Secretariat by **10:00 CET on Wednesday, 23 November 2022**.

To ensure that the submitted video statement will have sufficient audio and video quality for interpretation, please follow the **recommended practices for recording video statements** and the **recommended technical specifications for video statements** below.

Please note that by submitting a video statement to the Secretariat for the purpose of screening it during an official meeting, the video statement will become an official record of the Forum and will be considered a UN audio-visual asset that can be re-disseminated to media organizations worldwide on a non-commercial basis, in accordance with guidelines of the Department of Global Communications, and will be included in the webcast archive of the meeting on UN Web TV.

Please **avoid any display of images** that are provocative, that are related to bilateral disputes or that include commercial logos or brands in the background as you speak.

Contents

A. RECOMMENDED PRACTICES FOR RECORDING VIDEO STATEMENTS

With the objective of offering the best quality interpretation possible, and helping speakers to communicate their message more effectively, the Interpretation Service has identified a set of practices for recording video statements.

NOTE: for the smooth conduct of meetings, <u>special attention should always be given to the audio</u>.

1. **Device**
   Video statements **should not** be recorded using a tablet or smartphone.

2. **Microphone**
   - Use high quality unidirectional microphones[1], separate or attached to a headset, with a USB connection to the computer used for recording the video. Please contact conference services for advice on recommended microphones.

   - **Do not use** the following types of microphone, which **do not** ensure sufficient sound quality for interpretation:
     - Built-in computer microphone
     - Table top omnidirectional microphones (which capture sound from all directions, including background noise)
     - Wireless earbuds, such as AirPods
   - Position or hold the microphone at a reasonable distance (i.e. not too far from the speaker and not so close that breathing is picked up) and speak directly into it. This is especially important if you are using wired earphones with microphone.

3. **Setting**
   - Record in a quiet indoor room with the doors and windows closed to avoid reverberation and echoes.
   - Background noise and interference should be eliminated (turn off loud air conditioning, etc.).

4. **Camera and image**
   - The camera should provide a clear, front-on view of the speaker, ideally from the waist up.
   - Avoid strong backlight, such as a window.

5. **Statement**
   - Speak at a moderate pace.
   - If reading from a statement etc., the text should be provided to the secretariat <u>prior to the video being shown</u> and the interpreters will check against delivery.

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[1] Microphones should reproduce audio frequencies between 125 Hz and 15,000 Hz, with a variation of maximum +/- 10dB. Microphones shall comply with IEC 60268-4.

B. RECOMMENDED TECHNICAL SPECIFICATIONS FOR VIDEO STATEMENTS

1. **<u>MP4</u>**
   The MP4 or MPEG-4 file format is a digital multimedia container format most commonly used to store video and audio, but it can also be used to store other data such as subtitles and still images.

   - video encoding: **H.264**

   - audio encoding: **Min 44100Hz**

   - video resolution: **Min 640x480**
     Max 1920x1080
     Frame rate 24, 30 fps

2. **<u>MOV</u>**
   MOV is the Apple Inc. Quicktime multimedia container file that contains one or more tracks, each of which stores a particular type of data: audio, video, effects, or text (e.g. for subtitles).

   - video encoding: **H.264**

   - audio encoding: **Min 44100Hz**

   - video resolution: **Min 640x480**
     Max 1920x1080
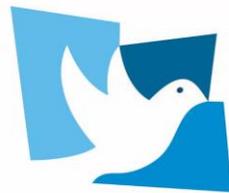   **Frame rate 24, 30 fps**

3. **<u>AVI/WMV</u>**
   Audio Video Interleaved (AVI) is a multimedia container format introduced by Microsoft that can contain both audio and video data in a file container that allows audio-with-video playback.
   Windows Media Video (WMV) is a video compression format for several proprietary codecs developed by Microsoft.

   - video encoding: **WMV3** (Windows Media Video 9)

   - audio encoding: **Min 44100Hz**

   - video resolution: **Min 640x480**
     Max 1920x1080
     Frame rate 24, 30 fps

C. HOW TO SEND YOUR VIDEO STATEMENT

1) Open a browser on the computer where the files you want to send are located. Go to https://wetransfer.com/.
2) Click on "Add your files" and select the following files:
   a. Your video message (**see below for specifications**);
   b. A transcript of your statement in Word to facilitate interpretation and captioning.
3) On the "Email to" field, add ohchr-democracyforum@un.org.
4) On the "Your email" field, add your own email.
5) On the "Message field", include your name and the panel you are submitting the statement for.
6) Click on "Transfer". You will be prompted to enter a verification code, which will be sent to your email (remember to check the spam folder). Copy the verification code, paste it in the transfer windows and click "Verify".
7) Once the verification code has been entered, your files will be uploaded. This might take a few minutes. After that, your files will be sent to us automatically. You will receive an email confirming that your files were sent successfully. You will also receive a confirmation email once we have downloaded your files.

United Nations Forum on
HUMAN RIGHTS, DEMOCRACY
and the **RULE OF LAW**

GENEVA, 24-25 NOVEMBER 2022

Be in a **quiet location** – close the windows and doors and turn off the air conditioning

Use a computer, not a smartphone or tablet

Mute and turn off your microphone and camera when you have finished speaking

Don't touch the microphone or rustle papers near it whilst speaking

Plug in your unidirectional, USB-connected, **desktop microphone**

Sound quality

for remote interpretation

When speaking, turn on your microphone and camera and **speak directly into the camera**

Plug in your **ethernet cable** (if available)

Plug in your **separate headphones**

Silence your phone and any notifications on your computer

Send any statements to the Secretariat **in advance**

Speak at a **moderate pace**