Audio-video guidelines for submission of pre-recorded video messages

For questions regarding statements or technical questions regarding the submission form
please contact unea-statements@un.org

Please read this entire document before submitting your pre-recorded video message.

Kindly note that all pre-recorded video messages should be submitted **by Thursday, 22 February 2024**.

Audio-visual file general guidance for Broadcast and Conferences

Video:

For file submission video quality preferably:
- HD resolution of 1920 x 1080 pixels in an aspect ratio of 16:9
- 29.97 frames per second (60 fields) known as 1080i/29.97, top field first; colour sub-sampled at a ration of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG4 or MOV files.

Alternately file submission video quality as a minimum:
- HD resolution of 1280 x 720 pixels in an aspect ratio of 16:9
- 30 frames per second (60 fields) known as 720p, top field first; colour sub-sampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG4 or MOV files.

Audio:

- General recommendation is that material should conform to SMPTE 382M standard or AES3
- The preferred bit depth for audio recording is 24 bits per sample. The minimum bit depth is 16 bits per sample.
- All audio should be recorded at a minimum sample rate of 48 kHz, although sampling at 96 kHz is encouraged. Recording or digitalizing audio using an encompassed lossless coded, such as WAV-PCM.
- Sound must be recorded with appropriately placed microphones, giving minimum background

noise and without peak distortion.
- The audio must be free of spurious signals such as clicks, noise, hum and any analogue distortion.
- The audio must be reasonably continuous and smoothly mixed and edited. Audio levels must be appropriate to the scene portrayed and dynamic range must not be excessive. They must be suitable for the whole range of domestic listening situations.
- Surround and Stereo audio must be appropriately balanced and free from phase differences.
- The audio must not show dynamic and/or frequency response artefacts dure to the action of noise reduction or low bit rate coding systems.
- Please kindly **refrain from including any background music** with the speech statement.

Interpretation requirements related to the pre-recorded video messages:

- Ensure the speakers speak clearly and at a moderate pace to enable accurate interpretation;
- Provide a copy of the text of the statement through the e-Submit portal on the e-deleGATE.
- **All video messages must be submitted in an official UN language.** This can be an interpretation track embedded in the video, however, **ONLY the official UN language should be heard.**
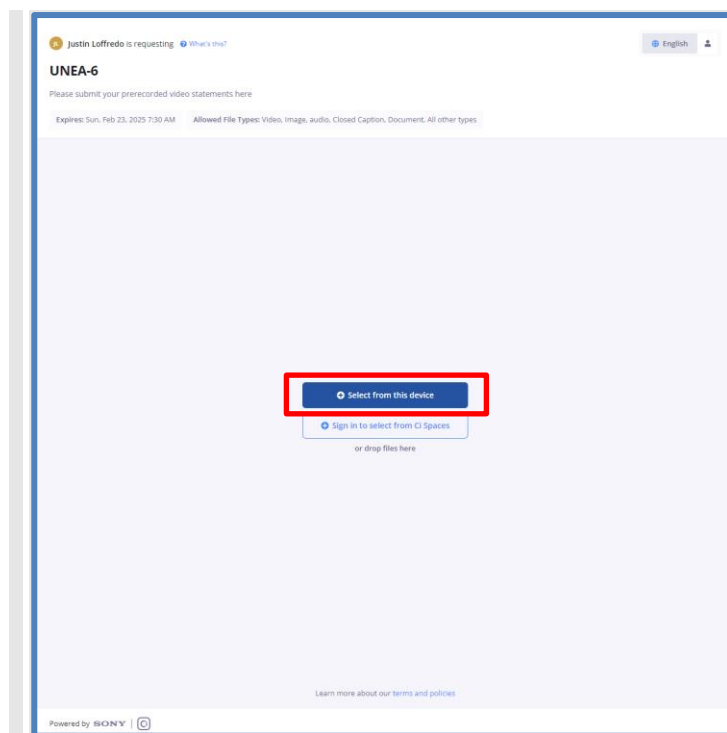
File-naming and submission guidelines

Before submitting your video file, **please use the following template for naming your file (without brackets):**
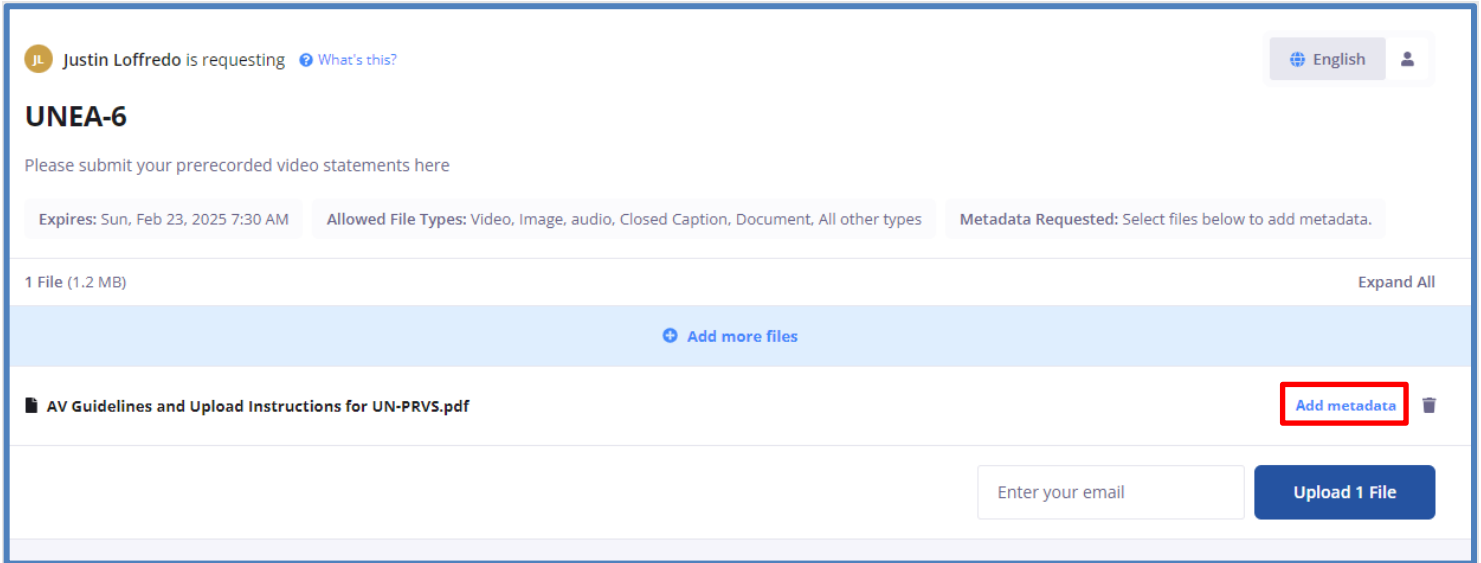
[COUNTRY OR DELEGATION NAME] – SPEAKER'S NAME (PLEASE EXCLUDE THE BRAKETS)

Please follow the steps below for submitting your video file:

1. You should have received a link to the cloud storage space from the United Nations Environment Programme. The link will take you to a web page like the one in the image below.
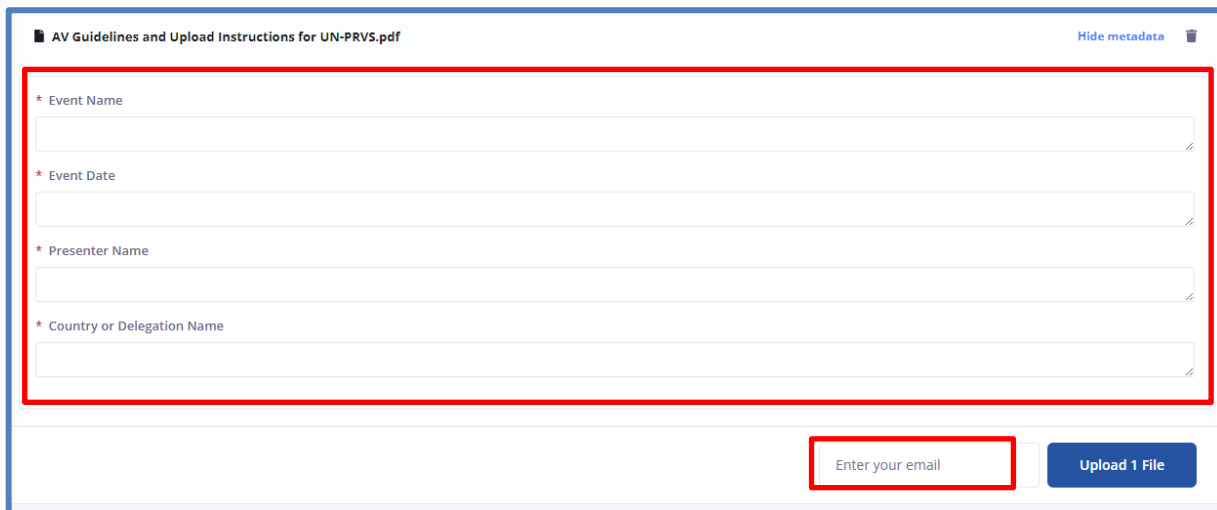
2. Click on the blue "**Select from this devise**' button (standard upload), drag-and-drop your video file into the dialogue window.

3. Once you have selected or dragged-and-dropped your file, the following dialog window will appear. Click on the "**Add metadata**" button.

4. You will then be prompted to enter a few mandatory fields. Please note that if you do not enter data in the fields, your file will not be accepted by the cloud upload service. The information you are asked to enter is as follows in the image below. **Enter the requested information and then enter your email address in the indicated field**. Then click on the blue "**Upload 1 file**" button.

Your video will be uploaded into the system.

5. You will then see a progress bar indicator, followed by the dialog window below, indicating successful upload.

UNEA-6

Finished uploading!

Justin Loffredo has been notified of this delivery. A delivery receipt has been sent to carlota.estalella@un.org.

Visit cimediacloud.com to learn more about Ci.

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