

ANNEX

Audio-Video Guidelines Pre-Recorded Statements

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

Kindly note that all pre-recorded video statements should be submitted at least four days before the date that the statement is scheduled to be broadcast.

Audio visual file general guidance for Broadcast and Conferences

For technical questions, please call **+1 212 963 8648, Option 3.**

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 ratio 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 digitizing audio using an uncompressed lossless codec, 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 due 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:

1. Ensure the speaker speaks clearly and at a moderate pace to enable accurate interpretation;
2. Provide a copy of the text of the statement to **estements@un.org**;
3. **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.**

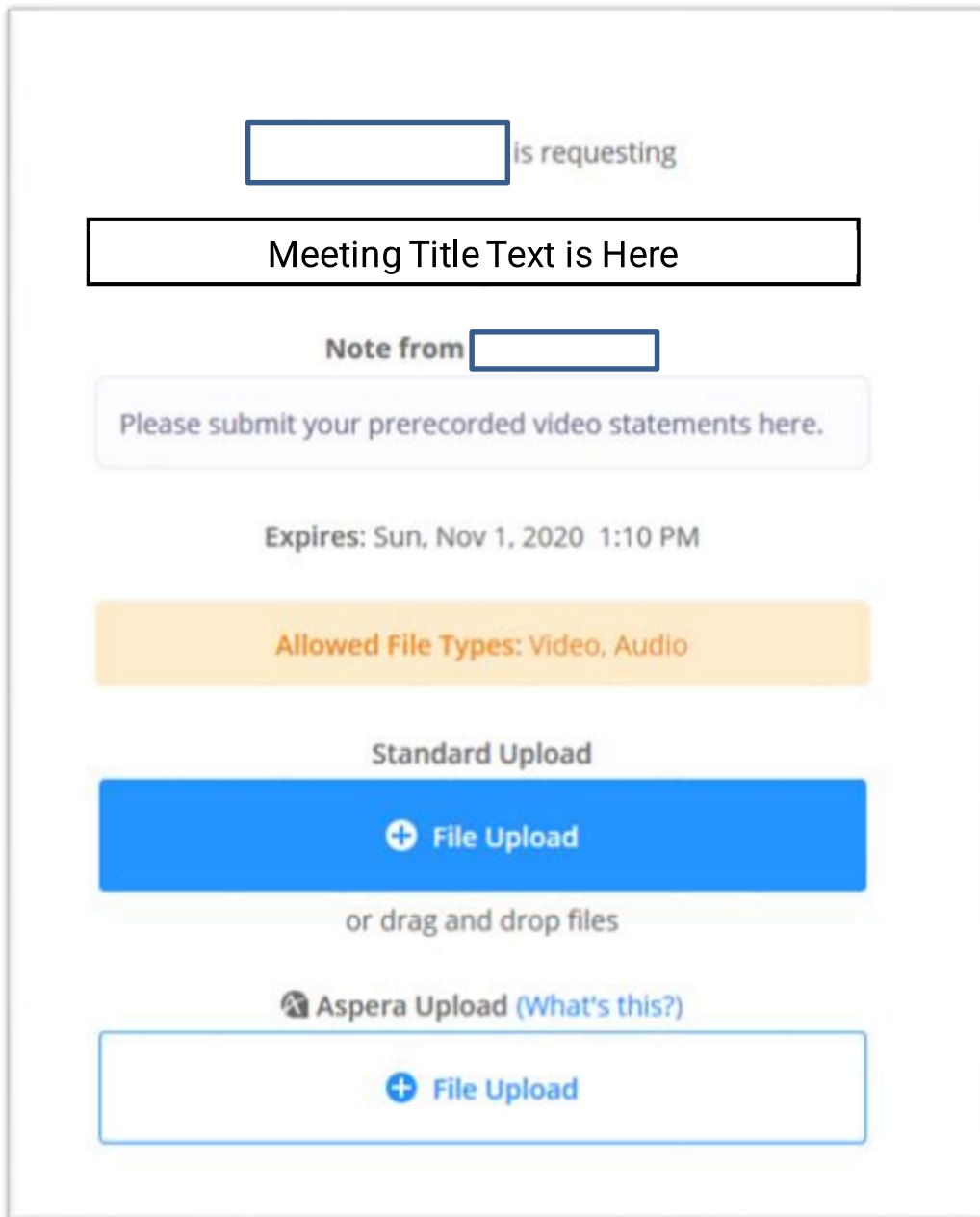
File-Naming and Submission Guidelines

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 brackets)*

Please follow the steps below for submitting your video file.

1. You should have received a link to the cloud storage space from your United Nations coordinator or representative. The link will take you to a web page like the one in the image below.



The image shows a screenshot of a web interface for submitting a video file. At the top, there is a text input field followed by the text "is requesting". Below this is a large text box containing the placeholder text "Meeting Title Text is Here". Underneath is a "Note from" label followed by another text input field. A light blue rounded rectangle contains the instruction "Please submit your prerecorded video statements here." Below this, the expiration date and time are shown: "Expires: Sun, Nov 1, 2020 1:10 PM". An orange banner displays "Allowed File Types: Video, Audio". The section is titled "Standard Upload" and features a prominent blue button with a plus icon and the text "File Upload". Below the button, it says "or drag and drop files". At the bottom, there is a link for "Aspera Upload (What's this?)" and a corresponding blue button with a plus icon and the text "File Upload".

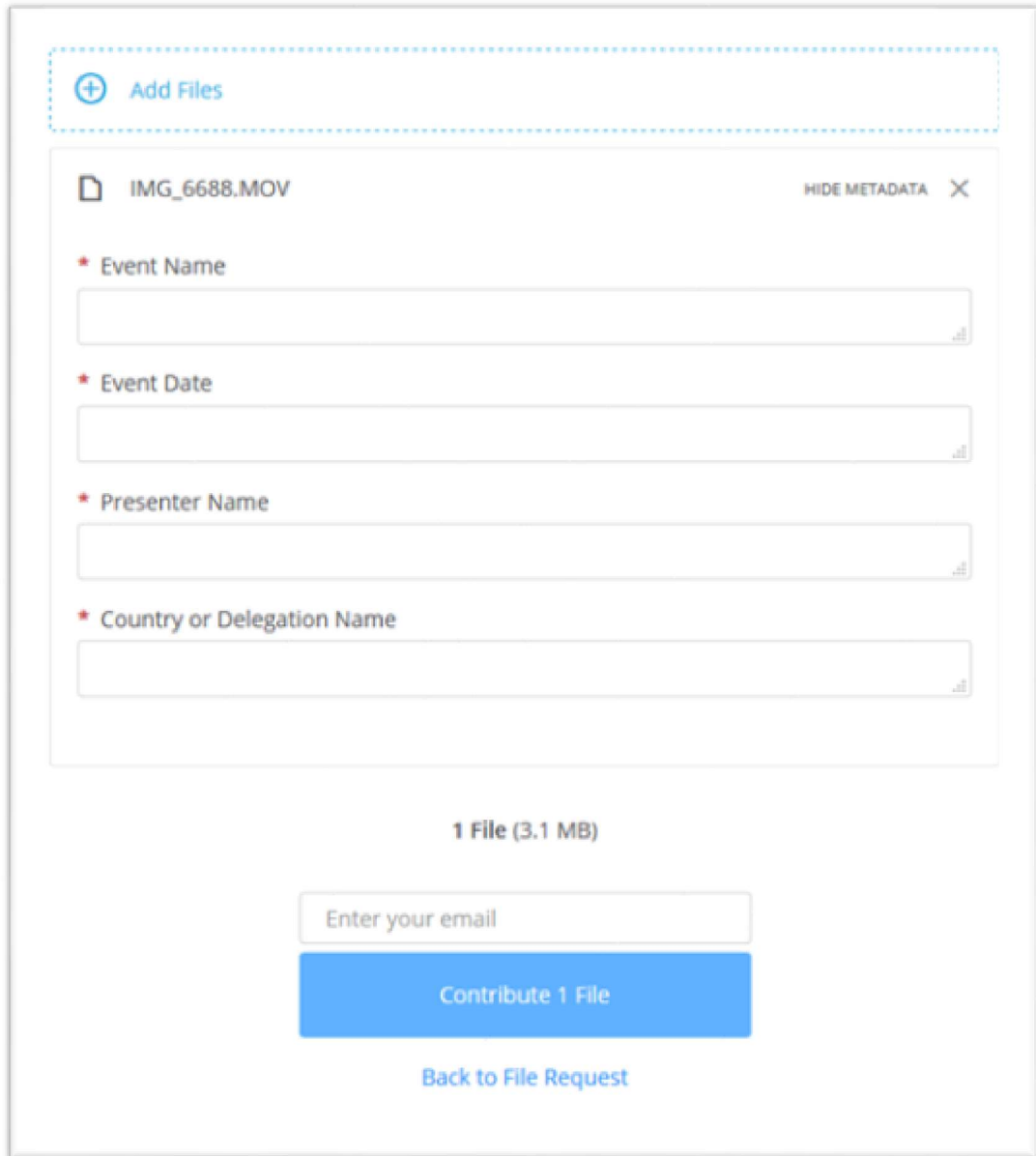
2. Click on the blue **“File Upload”** button (Standard Upload), or drag-and-drop your video file into the dialog window.

Once you have selected or dragged-and-dropped your file, the following dialog window should appear. Click on the **“Show Metadata”** button.

The screenshot displays a web-based file upload interface. At the top, a box contains the text "[redacted] is requesting". Below this is a large black-bordered box with the text "Meeting Title Text is Here". Underneath is a "Note from [redacted]" section with the instruction "Please submit your prerecorded video statements here." and an expiration date of "Expires: Sun, Nov 1, 2020 1:10 PM". An orange box highlights the allowed file types: "Allowed File Types: Video, Audio" and the requirement "File Metadata Requested: Please select files to add." To the right, there is an "Expand All" link. A dashed line separates the header from the file list. The file list contains one entry: "IMG_6688.MOV" with a file icon on the left and a "SHOW METADATA" button on the right, which is circled in red. Below the file list, it shows "1 File (3.1 MB)". At the bottom, there is an "Enter your email" input field, a blue "Contribute 1 File" button, and a "Back to File Request" link.

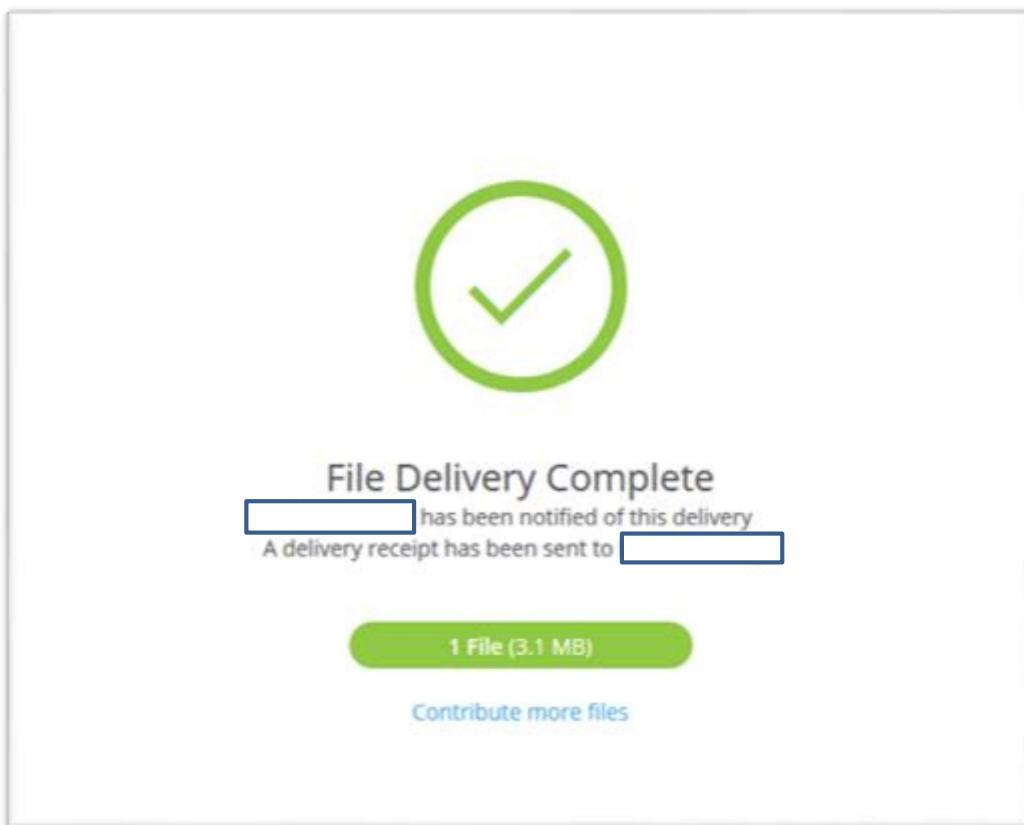
3. You will then be prompted to enter a few mandatory metadata fields. ***Please note that if you do not enter data in these fields, your file will not be accepted by the cloud upload service.*** The information you are asked to enter is as follows in the image below. Enter the requested information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

Your video file will be uploaded into the system.



The screenshot displays a web interface for uploading a file. At the top, there is a dashed blue box containing a plus icon and the text "Add Files". Below this, a file named "IMG_6688.MOV" is shown with a "HIDE METADATA" button and a close icon. The metadata section contains four mandatory fields, each with a red asterisk: "Event Name", "Event Date", "Presenter Name", and "Country or Delegation Name". Each field is represented by a white input box with a small icon on the right. Below the metadata fields, the text "1 File (3.1 MB)" is displayed. At the bottom, there is a white input box labeled "Enter your email", a prominent blue button labeled "Contribute 1 File", and a blue link labeled "Back to File Request".

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



For technical questions, please call [+1 212 963 8648](tel:+12129638648), [Option 3](#).