

# HIGH-LEVEL OFFICIALS MEETING

14-15 DECEMBER 2021

## Audio-visual guidelines for pre-recorded statements

### VISUAL CONSIDERATIONS

- Ensure that the speaker is facing the camera, against a neutral, monochrome background. Country flags or logos in the background are permitted.
- No symbols, banners or other images are permitted in the shot, either in the background or on the clothing of the person delivering the statement.
- The camera should be focused on the person's face, and the speaker should not shift position during the shot.

### INTERPRETATION REQUIREMENTS

- A moderate speaking pace should be ensured in order to enable accurate interpretation.
- When submitting the pre-recorded statement, provide a copy of the text of the statement for the Interpretation Services.

### OTHER

- Pre-recorded statements will be projected in the room under the same conditions as oral statements delivered in the room. They will also be shown on the digital platform used for remote participation.

### AUDIO VISUAL REQUIREMENTS

#### File submission video quality

- HD resolution of 1920 x 1080 pixels in an aspect ratio of 16:9.
- 50 frames per second known as 1080/50, 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.

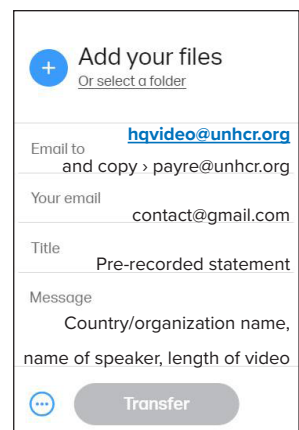
## Audio

- 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. Recording or digitizing audio using an uncompressed lossless codec, such as WAV-PCM is encouraged.
- 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.

## SUBMISSION

Once the video is finished and the editing properly done, please follow the instructions below.

- 1 Go to [WeTransfer.com](https://www.wetransfer.com)
- 2 Upload the video using the “+” sign and fill in the information as per the example in the screenshot to the right.
- 3 Please indicate in the “message” field the country/ organization name, name of speaker, and length of video.



The screenshot shows a WeTransfer form for uploading a file. At the top, there is a blue plus sign icon and the text 'Add your files' with a subtext 'Or select a folder'. Below this, the 'Email to' field is filled with 'hqvideo@unhcr.org' and has a 'copy' icon. The 'Your email' field is filled with 'contact@gmail.com'. The 'Title' field is filled with 'Pre-recorded statement'. The 'Message' field is filled with 'Country/organization name, name of speaker, length of video'. At the bottom right, there is a blue 'Transfer' button.

## DEADLINE FOR SUBMISSION

Pre-recorded statements must be sent exclusively through WeTransfer (see above) to [hqvideo@unhcr.org](mailto:hqvideo@unhcr.org), with [payre@unhcr.org](mailto:payre@unhcr.org) in copy, **by 8 December 2021**.

The Secretariat will not be able to accommodate pre-recorded statements that are submitted after the deadline, due to constraints related to technical arrangements.