

## ANNEX

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### Audio-Video Guidelines for 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.*

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### Audio visual file general guidance for Broadcast and Conferences

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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. **You must provide a copy of the text of the statement to [estatements@un.org](mailto:estatements@un.org);**
3. For languages other than an official UN language, *provide an audio recording of the interpretation into one of the UN official languages embedded in the video.* In addition, provide the text of your statement translated into one of the official languages.<sup>1</sup>

#### **IMPORTANT NOTE REGARDING ORIGINAL LANGUAGE STATEMENTS:**

**Please insert the original language audio into the left channel (or channel 1) of the video, and kindly include an official UN language translation in the right channel (or channel 2). English is the preferable UN language translation.**

**The audio should not be submitted in separate files. Both audio channels (original and official languages), should be embedded in the video file.**

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<sup>1</sup> In case of non-official languages, when a video address is played back and broadcast on the “floor” channel in the original language, the audio of the pre-recorded translation needs to be synchronously broadcast on the corresponding language channel.

## File-Naming and Submission Guidelines

Before submitting your video file, please use the following template for naming your file (without brackets):

**[Delegation or Country or Presenter Name]\_[EVENT DATE]\_[EVENT NAME].[extension]** *(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 web interface for file submission. At the top, there is a text input field followed by the text "is requesting". Below this is a large rectangular box containing the 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 that, 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 "Standard Upload" section features a blue button with a plus icon and the text "File Upload", with the instruction "or drag and drop files" below it. The "Aspera Upload (What's this?)" section includes a plus icon and the text "File Upload" inside a light blue rounded rectangle.

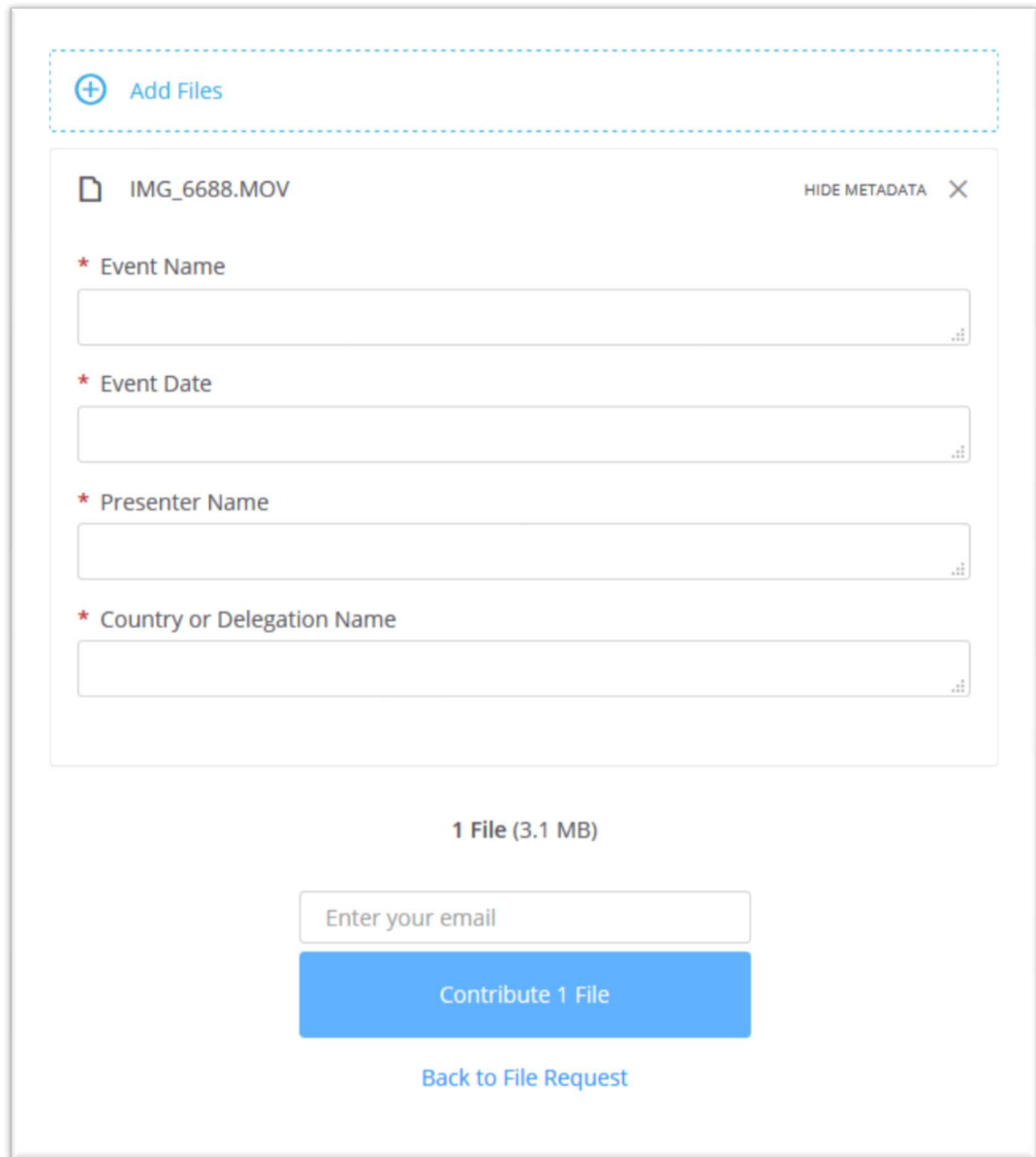
2. Click on the blue **“File Upload”** button (Standard Upload), or drag-and-drop your video file into the dialog window.

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

The screenshot shows a web interface for file upload. At the top, a text box contains a name followed by "is requesting". Below this is a large black-bordered box with the text "Meeting Title Text is Here". Underneath is a "Note from" field with a name, followed by a light blue box containing the text "Please submit your prerecorded video statements here." Below that is the expiration date "Expires: Sun, Nov 1, 2020 1:10 PM". An orange box contains the text "Allowed File Types: Video, Audio" and "File Metadata Requested: Please select files to add." To the right of this box is a link "Expand All". Below these elements is a dashed line, followed by a blue plus icon and the text "Add Files". Below that is a file entry for "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 entry is the text "1 File (3.1 MB)". At the bottom, there is an input field for "Enter your email", a blue button labeled "Contribute 1 File", and a link "Back to File Request".

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.

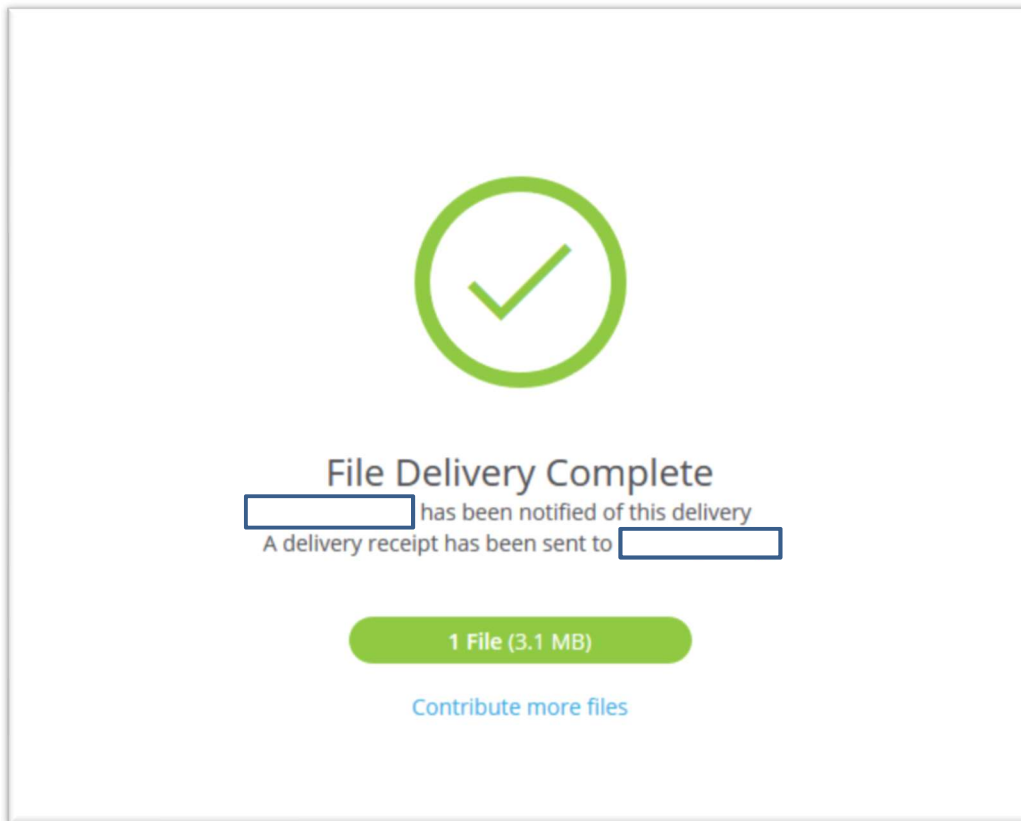


The screenshot displays a file upload interface. At the top, there is a dashed blue box containing a plus icon and the text "Add Files". Below this, a file named "IMG\_6688.MOV" is shown with a "HIDE METADATA" button and a close icon. The interface includes four mandatory metadata fields, each with a red asterisk and a text input box with a small grid icon on the right:

- \* Event Name
- \* Event Date
- \* Presenter Name
- \* Country or Delegation Name

Below the metadata fields, it indicates "1 File (3.1 MB)". At the bottom, there is a text input field 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.



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