

# SEVENTY-FIRST SESSION OF THE EXECUTIVE COMMITTEE

5-9 OCTOBER 2020

## Audio-visual guidelines for pre-recorded statements

### INTRODUCTION

Following the practice established by the General Assembly, and without setting a precedent for future sessions of the Executive Committee, pre-recorded statements for Heads of State, Vice-Presidents, Heads of Government, Ministers and Vice-Ministers will be permitted for the general debate (agenda item 3). Statements from Executive Heads of observer organizations will also be accepted. While noting that live statements are preferred in order to maintain a lively discussion, the guidelines for pre-recorded statements are contained below.

### VISUAL CONSIDERATIONS

- Ensure that the speaker is facing the camera, against a neutral, monochrome background. Country flags 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.
- For pre-recorded statements in a language other than an official United Nations language (Arabic, Chinese, English, French, Spanish or Russian), an audio recording of the interpretation into one of the UN official languages must be provided. In addition, the text of the statement translated into one of the official languages must be provided 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.
- The transcript of the video message will be posted on the [2020 session webpage](#) along with other oral statements.

## 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 1080i/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.

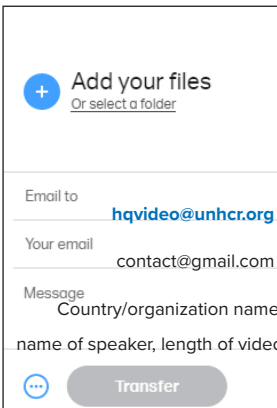
### Audio

- 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 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 upload interface. At the top, there is a blue plus sign icon and the text "Add your files" with a link "Or select a folder" below it. Below this, there are three input fields: "Email to" with the value "hqvideo@unhcr.org", "Your email" with the value "contact@gmail.com", and "Message" with the value "Country/organization name, name of speaker, length of video". At the bottom right, there is a grey "Transfer" button.

## DEADLINE FOR SUBMISSION

Pre-recorded statements must be sent exclusively through WeTransfer (see above) to [hqvideo@unhcr.org](mailto:hqvideo@unhcr.org) by **25 September 2020**.