

## Pre-recorded Video Guidelines

These pre-recorded video guidelines have been put together especially for you, in order to guarantee the best video output for all parties.

### Technical requirements for the video:

- Video format: 1080@50p
- Resolution must be precisely 1080p (1920x1080)
- All videos must be encoded as an Apple ProRes 422 or in another contribution encoding with a similar bit rate
- Videos must be in 16:9 aspect ratio
- Shot size: Medium Full Shot (see drawing below)
- Horizontally centered



If it is not possible to use a camera that records in **high definition**, then kindly ensure that the image is as clear as possible whilst also meeting all the technical requirements above. All videos should be filmed in landscape format, and the presenter should be **standing upright during the recording**.

To improve the framing, please set your **camera to your eye level** and make sure you are **facing the light for optimal exposure** (no windows or bright backgrounds behind you). Please also consider what you wish to be seen as your background, especially if recording from your home office.

**To guarantee the clearest video audio, please do the following:**

- Film in a quiet location which does not have any background noise or other distractions
- Speak clearly to the camera and use a small microphone if necessary, but make absolutely sure that there is no echo in the room which might affect the audio quality
- We kindly ask you to not wear a mask during the recording to guarantee the clearest audio
- No cutting or editing should be made to the video
- Please kindly stick to the timeframe provided
- Please allow for 15 seconds of quiet time before the speech during the virtual presence on one of the studio screens.

Please send us the presentation separately with the notes on when to change the slides on timecode and we will put it all together. These materials will only be used in the scope of the Third Global Conference for Media Freedom.

**Should you have any technical queries, kindly contact:**  
EMAIL: [support@milttonevents.ee](mailto:support@milttonevents.ee)