

Guidelines on sending video messages via WeTransfer

- 1) Open the browser on the computer where the files you want to send are located. Go to <https://wetransfer.com/>.
- 2) Click on “Add your files” and select the file of your video message (**see below for specifications**).
- 3) On the “Email to” field, add ohchr-emrtd@un.org.
- 4) On the “Your email” field, add your own email.
- 5) On the “Message field”, include:
 - a. Your full name and title;
 - b. The title of the agenda item for which you are sending the video message.
- 6) Click on “Transfer”. You will be prompted to enter a verification code, which will be sent to your email in short (remember to check the spam folder). Copy the verification code, paste it in the transfer windows and hit verify.
- 7) Once the verification code has been entered, your files will be uploaded. This might take a few minutes. After that, your files will be sent to us automatically. You will receive an email confirming that your files were sent successfully. You will also receive a confirmation email once we have downloaded your files.

Please note that all video statements should be sent
by 18:00 (New York time) Monday 29 April 2024.

Kindly remember to send the transcript of your statement to ohchr-emrtd@un.org to
facilitate the work of the interpreters.

Video statements submitted to the Secretariat for the purpose of screening will be considered as a UN audio-visual asset that can be re-disseminated to media organizations worldwide on a non-commercial basis, in accordance with guidelines of the Department of Global Communications.

Recommended technical specifications for video statements

1. **MP4**

The MP4 or MPEG-4 file format is a digital multimedia container format most commonly used to store video and audio, but it can also be used to store other data such as subtitles and still images.

- video encoding: **H.264**
- audio encoding: **Min 44100Hz**
- video resolution: **Min 640x480**
Max 1920x1080
Frame rate 24, 30 fps

2. **MOV**

MOV is the Apple Inc. Quicktime multimedia container file that contains one or more tracks, each of which stores a particular type of data: audio, video, effects, or text (e.g. for subtitles).

- video encoding: **H.264**
- audio encoding: **Min 44100Hz**
- video resolution: **Min 640x480**
Max 1920x1080
Frame rate 24, 30 fps

3. **AVI/WMV**

Audio Video Interleaved (AVI) is a multimedia container format introduced by Microsoft that can contain both audio and video data in a file container that allows audio-with-video playback.

Windows Media Video (WMV) is a video compression format for several proprietary codecs developed by Microsoft.

- video encoding: **WMV3** (Windows Media Video 9)
- audio encoding: **Min 44100Hz**
- video resolution: **Min 640x480**
Max 1920x1080
Frame rate 24, 30 fps

Please note that **no professional equipment is required to record video messages**. Most modern consumer electronics (smartphones, laptops, etc.) are capable of recording video with great quality.

When using a smartphone, remember to shoot the video in **landscape (horizontal) mode**.