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-r2d@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 panel 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 until 18:00 (Geneva time) the day prior to delivery of the statement.

> Kindly remember to send the transcript of your statement to r2d@ohchr.org in order to facilitate the work of the interpreters.

> In order to enhance participation of persons with disabilities, all stakeholders are strongly encouraged to include captioning on the video statement. Consult the "*Guidelines on creating captions using YouTube*" for instructions.

> 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. <u>MP4</u>

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. <u>MOV</u>

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. <u>AVI/WMV</u>

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**.