



Socialist Republic of Viet Nam



UNITED NATIONS

Guidelines for submitting Pre-recorded Statements Audio Video for the International Conference on Women, Peace Security in December 2020

I. 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 files.

II. 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 files.

III. 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.
- Audio must be in English. In cases where other languages are used, please include Closed Captions [subtitles] at the bottom for translation. Please also provide a copy of the translated text.
- Maximum duration of the video message should be less than 3 minutes.

IV. Deadline for submission

- The deadline for submission of the video message is **5th December 2020** and comes at a first-come-first-serve basis.
- The video must be uploaded to an accessible online server (download features must be available) such as Google drive, etc. Please email the download link to the organizers of WPS 2020 in Viet Nam at: wpsglobal2020@gmail.com.