

## ANNEX II

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### Audio-Video Guidelines for Pre-Recorded Statements

**Please read this entire document before submitting your pre-recorded video statement**

*Kindly note that all pre-recorded video statements should be submitted at least four business days before the date that the statement is scheduled to be broadcast.*

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#### Audio visual file general guidance for Broadcast and Conferences

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For technical questions, please call **+1 212 963 8648, Option 3.**

### **Video**

#### **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 or MOV files.

#### **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 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.
- 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.
- Please kindly **refrain from including any background music** with the speech statement.

## Interpretation requirements related to the pre-recorded video messages:

1. Ensure the speaker speaks clearly and at a moderate pace to enable accurate interpretation;
2. Provide a copy of the text of the statement to **estatements@un.org**;
3. For languages other than an official UN language, *provide an audio recording of the interpretation into one of the UN official languages embedded in the video*. In addition, provide the text of your statement translated into one of the official languages.<sup>1</sup>

**Provision of live interpretation will be subject to fulfilment of the audio-visual guidelines in the present annex. In cases of any recording anomalies (such as low speaking volume, noisy background, unclear diction, background music, etc.), delegations may be requested to provide a revised recording to remedy the anomalies, in order that interpretation services could then be delivered.**

### **IMPORTANT NOTE REGARDING ORIGINAL LANGUAGE STATEMENTS:**

**Please insert the original language audio (i.e., non-official UN language audio), into the left channel (or channel 1) of the video, and kindly include an official UN language translation in the right channel (or channel 2). English is the preferable UN language translation.**

**The audio should not be submitted in separate files. Both audio channels (original and official languages), should be embedded in the video file.**

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<sup>1</sup> In case of non-official languages, when a video address is played back and broadcast on the “floor” channel in the original language, the audio of the pre-recorded translation needs to be synchronously broadcast on the corresponding language channel.

## File-Naming and Submission Guidelines

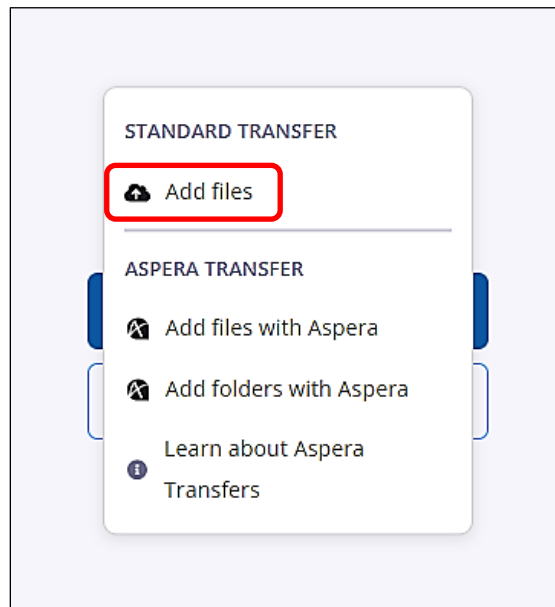
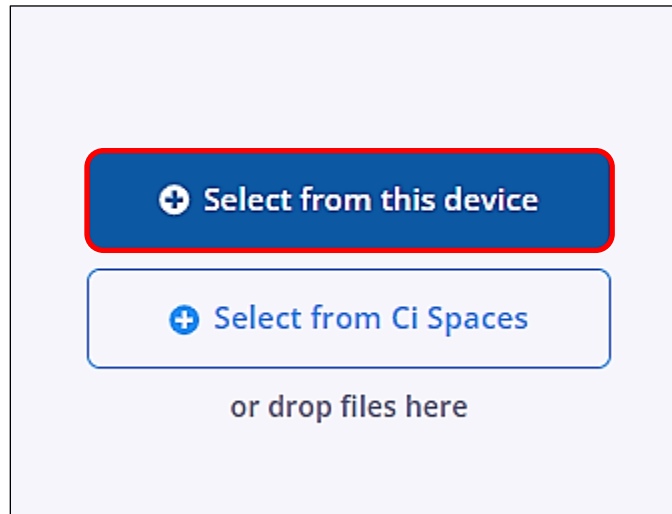
Before submitting your video file, please use the following template for naming your file (**without brackets**):

**[Delegation, Country or Presenter Name]\_[EVENT DATE]\_[EVENT NAME].[extension]**     *(please exclude the brackets)*

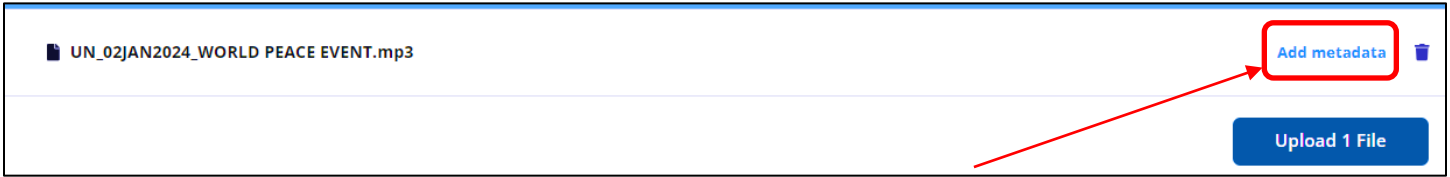
**Example of named video file: UNITED NATIONS\_02JAN2024\_WORLD PEACE EVENT.mp4**

Please follow the steps below for submitting your video file.

1. You should have received a link to the cloud storage space from your United Nations coordinator or representative. The link will take you to a web page like the one in the image below. Please choose **Select from this device** (a new window will open) and choose **Add files** (another window will open) to upload your video file(s).



2. Once you have selected your video file click on the “Add metadata” button as seen in the screen shot below.

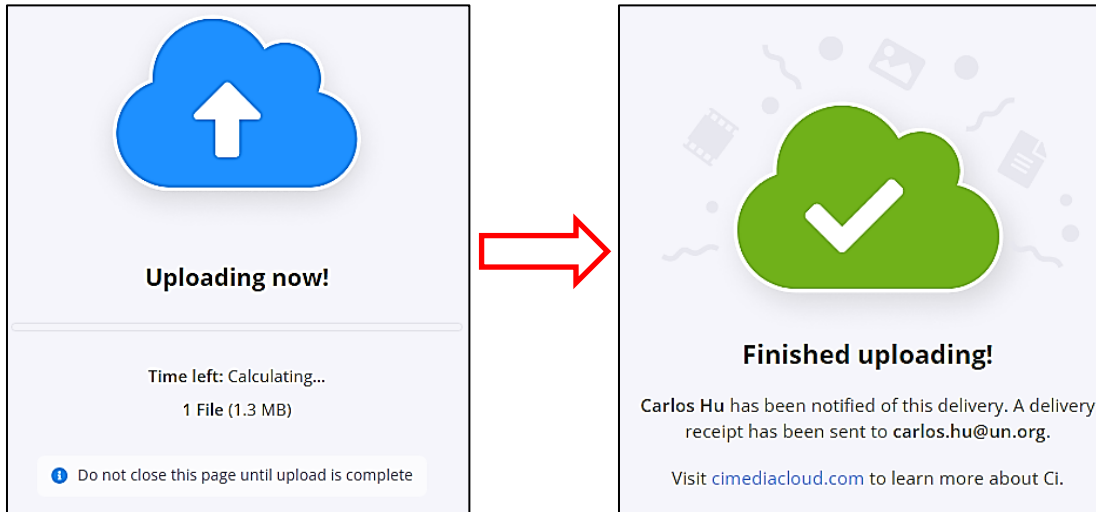


3. You will then be prompted to enter a few mandatory metadata fields. *Please note that if you do not enter data in these fields, your file will not be accepted by the cloud upload service.* The information you are asked to enter is as follows in the image below. Enter the requested information and then, click on the blue “Upload 1 File” button.

Your video file will then be uploaded into the system.

The screenshot shows a metadata entry form for the file 'UN\_02JAN2024\_WORLD PEACE EVENT.mp3'. The form has a header with the file name and a 'Hide metadata' link. Below the header, there are four mandatory fields, each with a red asterisk and a placeholder text: 'Speakers Name' (placeholder: 'Enter speaker's name.'), 'Speakers Title' (placeholder: 'Enter speaker's title.'), 'Speakers Language' (placeholder: 'Enter speaker's language.'), and 'Country, Delegation or Group Name' (placeholder: 'Enter the Country, Delegation or Group Name.'). At the bottom right of the form, there is a blue button labeled 'Upload 1 File' which is highlighted with a red rectangular box. A red arrow points from the right side of the form towards this button.

4. You will then see a progress bar indicator **Uploading now!** followed by the dialog window below, indicating **Finished uploading!**



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