A Quick Guide for Recording Video Messages – rev. February 2024

Equipment:

- Ideally use a video camera. If you do not have access to a video camera or other high quality audio-visual equipment, use a desktop or laptop computer with an external unidirectional microphone to record your message, not a tablet or smartphone. Videos taken on tablets or smartphones will not provide adequate sound or image.
- Do not record directly onto the platform. Videos recorded on the meeting platform will be of poor quality and may be unintelligible for participants and interpreters.
- Use a USB-connected, unidirectional, desktop microphone, such as a Razer Seiren Mini, a Røde NT USB Mini or equivalent. Unidirectional microphones are essential because they will pick up your voice better and are less likely to capture extraneous sound.
- Do not use any of the following: the microphone integrated into your camera or computer, wireless/bluetooth microphones, smartphone microphones, smartphone headphones with integrated microphones, or headsets.

Setting:

- Record the message in a small, quiet room with the doors and windows closed and all other sources of background noise (air conditioning etc.) switched off and no people or pets in the room with you.
- Avoid rooms with high ceilings as this causes reverberation that distorts the sound.
- Audible notifications and applications on the recording device must be turned off.
- Put phones on silent mode and keep them away from the microphone.

Image:

- The camera should provide a clear, frontal view of the speaker from the shoulders up.
- Ideally, use natural lighting but be sure to avoid backlighting (e.g. windows).
- Video resolution should be 1920 x 1080 with constant progressive framerate (25, 30, 50 or 60).
- Ensure image is synchronized with sound.

Recording:

- Ideally, record in MP4 format, with H.264 (AVC) video codec, otherwise in any format readable by VLC or Media Player. The sound codec should be AAC with either 48khz or 96khz sample rate, either Mono or Stereo.
- Position the microphone in front of your mouth and speak directly into it.
- Speak at a moderate, natural pace (maximum speed of 120 words per minute).
- Do not accelerate the audio in your video message or edit it to cut out pauses.
- Do not add any background audio such as music.

Sending your video message:

- Check the recording before sending to assess audio and image quality. If the sound and/or visuals are not clear, please re-record. Messages with poor audio quality may be unintelligible for participants and interpreters.
- Make sure that the video file is clearly labelled with the title, date and time of the meeting in which it will be shown, together with the name of the speaker and/or delegation or organisation.
- Provide any written material to the interpreters in advance via the meeting Secretariat.