

MAY 2025

WSIS+20 CAMPAIGN

VIDEO RECORDING GUIDELINES



GENERAL GUIDELINES (ALL VIDEO TYPES)

What to Include in Your Video



- **Start with:** Your name, organization, and role.



- **Length:** Keep it between 1–3 minutes (ideal: 2 minutes).



- **Orientation:** Record in landscape (horizontal) mode.

SUGGESTED PROMPT

Given your expertise and the intersection of your work with issues of digital justice, we invite you to share your perspective on how the WSIS+20 process can help advance a people-first vision of internet governance. Reflect on how digitalization is shaping the communities you engage with, and how we can work toward a future where digital technologies serve the 99%, while resisting the growing concentration of power among techno-political elites.

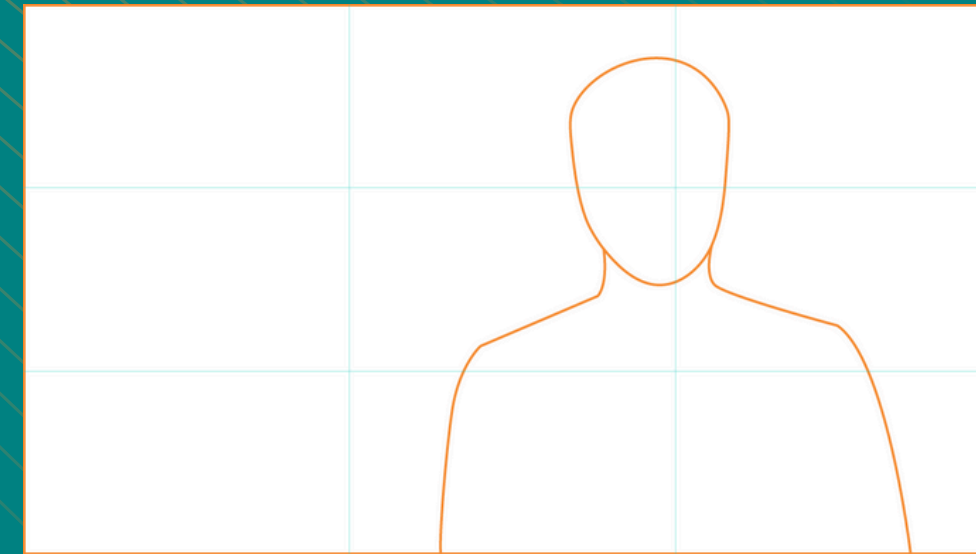
FILE SUBMISSION DETAILS

- **Format:** Submit a raw, unedited video file (MP4 / AVI / MOV).
- **File name:** Use the format –
WSIS20_OrganizationName_SpeakerName
- **Upload link** (Google account not needed)
<https://lnk.itforchange.net/digitaljusticenowupload>
- **Bio and Photo upload:** <https://tinyurl.com/yydvk5au>

SETUP TIPS

Lighting

- Face a window for natural light.
- Use table lamps at eye level indoors.
- Avoid: Bright light behind you or harsh overhead lighting.



Framing

- Frame yourself from just **below the chest to slightly above the head**, leaving a bit of space above your head for balance.
- Position slightly off-center (**rule of thirds**).
- **Look directly** at the camera lens.
- Use a **clean, uncluttered background**.

SETUP TIPS

Audio

- Record in a **quiet space**.
- Stay **2–3 feet** from the mic/device.
- Use **external mic** if possible (lavalier or USB mic ideal).
- Test and monitor audio for clarity.
- If outdoors, **shield mic from wind**.

Speaking & Recording

- Speak clearly at a moderate pace.
- Record a few seconds before/after speaking.
- Do **multiple takes** if needed.

GUIDELINES



Self-Recorded on Phone



- Use **rear camera** (better quality).
- Record in **landscape (horizontal)** mode.
- **Stabilize** phone at eye level (books/tripod).
- Clean camera lens.

DSLR / Mobile Professional Setup



- Use **tripod**, shoot at **1080p** or **4K**.
- **Frame rate**: 24fps or 30fps.
- **Lens**: 50 mm or similar.
- Use **external mic** for best audio.

GUIDELINES



Zoom Recordings

- Place laptop on stable surface, **camera at eye level**.
- Ensure good lighting and background.
- Use **external mic** if possible.
- Sit about **arm's length** away.

Zoom Settings

- Enable **HD video** (Settings -> Video).
- Enable "**Original Sound**" (Settings -> Audio).
- In **Recording settings**, check:
 - * Record video during screen sharing".
 - * "Optimize for 3rd party video editor".
 - * "Record separate audio file for each participant".
- Select "**Record on this Computer**".
- Use **wired internet** and keep laptop plugged in.
- **Test record** before final take.