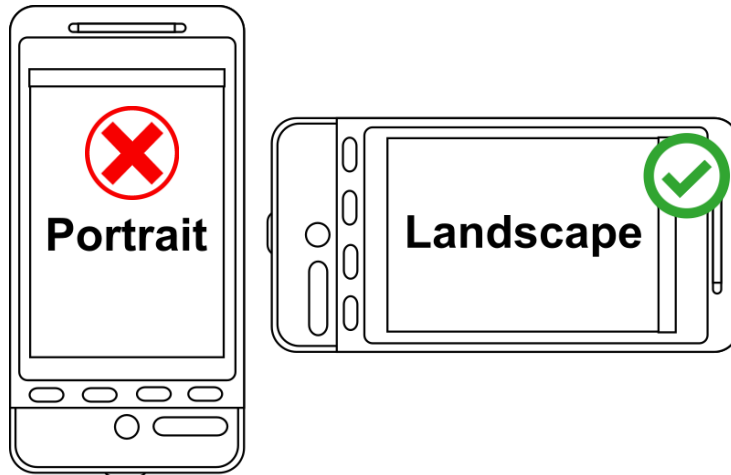


Technical Guidelines

We want to make sure that we share the best quality videos with our audience. We want you to look and sound great, and the following guidelines will help you create videos that make us all proud.

1. Please film yourself speaking directly to camera. A smartphone, tablet or laptop is fine.
2. If you are using a smartphone or tablet, please ensure that the device is in “Landscape” orientation, not “Portrait”:



3. In your Video Settings, please select the following if available:

Resolution: 1920 x 1080

Frame Rate: 30p

Format: MOV / MP4

If your resolution does not go up to 1920x1080 (HD) then please select the next highest resolution. Please do not use a higher resolution like 4K as this will just make the file bigger and harder to send to us.

If you do not have the 25p frame rate as an option, please use 24p or 30p as an alternative in that order of preference.

4. Please make sure that your microphone is not muted, covered/muffled by a cover, or being handled while recording. We want to hear you!
5. Don't worry too much about where and how you film your video except for the following:
Lighting – if you film yourself with your back to direct sunlight or a strong light source, your camera may change exposure so that we can't see your face. We want to see your face!
Sound – mild background noise is not a big problem, but if there is loud or constant noise (e.g. building work, highway traffic, machines or sirens, people talking loudly very close by), this will make it hard for us to hear you.
Shaking – if you hold your camera to film yourself, please keep it steady. As an alternative, you can use a tripod if you have one, or just lean the device against something on a table or shelf
6. When you have filmed your videos, you can share them with us by email to Commonwealth Writers at writers@commonwealth.int. If the files are too big to email you can use a file transfer service like WeTransfer (www.wetransfer.com) and make writers@commonwealth.int the Recipient. Please feel free to direct any technical questions about the above to the same email address.

Thank you for your participation. We look forward to receiving your videos.