

## **Guidelines for Pre-Recorded Video Messages**

### **Sustainable Development Conference**

A pre-recorded video may be requested from speakers participating remotely so that their contribution can still be included in the session *in the event of connectivity or technical difficulties*. Speakers should nevertheless join the live session wherever possible so that they can participate in the discussion and respond to questions.

The video should remain closely linked with the theme and questions of the relevant SDC session. The existing guidelines similarly envisage recorded messages as a backup while expecting speakers to remain available for the discussion.

#### **1. Content**

The recording should be concise, focused and suitable for a diverse SDC audience. A strong video message should normally cover:

- the issue or question being addressed;
- two or three key findings or arguments;
- the wider policy significance of those findings; and
- two or three clear recommendations or messages for decision-makers.

Avoid attempting to reproduce an entire research paper.

#### **2. Duration**

The recorded message should **not exceed 10 minutes**, unless a different duration has been confirmed by the Panel Organiser. Please rehearse before recording to ensure that the presentation remains within the allotted time.

#### **3. Recording Format**

Please record the video:

- in **landscape orientation**;
- in **MPEG-4 (.mp4)** format;
- at a minimum resolution of **1280 × 720 pixels**, with **1920 × 1080** preferred where practicable; and
- with clear, consistent audio.

#### **4. Recording Environment**

Please select a quiet and well-lit location. For best results:

- position the camera approximately at eye level;
- use a clean and professional background;

- face the main source of light rather than sitting with a bright window behind you;
- minimise background noise and interruptions;
- speak clearly and at a measured pace;
- look towards the camera wherever possible; and
- use an external microphone or headset where this materially improves sound quality.

## 5. Slides and Visual Material

Where slides or other visual material are included:

- use large, easily readable text;
- keep slides simple and uncluttered;
- ensure charts and graphics can be understood on smaller screens;
- avoid unnecessary animations;
- use good quality photographs or graphics; and
- acknowledge the source or copyright holder of third-party material.

## 6. File Naming and Submission

Please use the following file naming convention:

**Session ID\_First Name\_Surname\_SDC2026.mp4**

Example:

**A1\_Ayesha\_Khan\_SDC2026.mp4**

**Submission Deadline:** Submit **One Week** before your allocated session date.

Please send the recording to the **respective Panel Organiser** and the **SDC Unit:**  
[sdcsd@sdpi.org](mailto:sdcsd@sdpi.org).

Large files can be shared through an appropriate file transfer or cloud storage service. Please ensure that the sharing permissions allow the SDC team to download the file.

Before submission, play the complete recording once to confirm that the:

- audio is clear;
- picture is correctly framed;
- slides or visuals display correctly;
- file plays without interruption; and
- recording does not exceed the allocated time.

## **7. Conference Use and Copyright**

SDC session recordings may subsequently be made available through SDPI's digital platforms. Copyright in the speaker's original presentation remains with the presenter and is not transferred to SDPI.

For further information, please contact the **SDC Unit:** [sdcsd@sdpi.org](mailto:sdcsd@sdpi.org)

Thank you for being part of the SDC.