**RECORDED VIDEO MESSAGE GUIDELINES**

The SDPI’s Twenty-fourth Sustainable Development Conference (SDC) will be held from 7 – 9 December 2021 in Islamabad, Pakistan. The overarching theme of this year’s Conference is **Beyond the Pandemic: Leaving No One Behind**. Depending on the COVID-19 restrictions, the SDC will be held in a hybrid format with both in-person and online sessions, or just online sessions.

We thank you for agreeing to join the SDC 2021 as our Distinguished Speaker and welcome you to the Twenty-fourth SDC. To ensure that we do not miss out on your participation, we request you to please send in your recorded message before the session so we may play it at the designated time slot in case of connectivity issues. We request you to please maintain a focus on the overarching theme which can be viewed at [www.sdpi.org/sdc/](http://www.sdpi.org/sdc/) and address the key questions of the particular session’s sub-theme you are presenting in. The Conference sessions will be live-streamed and are expected to be viewed by viewers from around the world.

**Deadline for submission of the Presentation:** 15 November 2021

**Submit it to:** Your panel organizer, the SDC Senior Coordinator, Imrana Niazi, [imrana@sdpi.org](mailto:imrana@sdpi.org) and SDC Assistant Coordinator, Tayyaba Hanif, [tayyaba@sdpi.org](mailto:tayyaba@sdpi.org) in CC.

1. **Recorded Video Guidelines:**

   Speakers can submit a recorded video presentation which can be displayed by SDPI IT Team. The speaker should be present to take the questions and participate in the discussion based on the recorded video.

   Based on your paper, your recorded presentation should have key points from your study. You may discuss the topic by introducing your key concepts and role of your sector, followed by key findings, challenges and key recommendations which can be put forward by the organizers to the relevant ministries. While recording the video message, please be mindful of the background, light in your room, audio quality (use mic if required) and the duration of the message. If you wish to incorporate images, videos and slides in your video message, please choose good quality media and add due credit.

   The recording should:
   
   - Be 10-minute in length
   - Set for HD format (1280 x 720 or other "720p" setting)
   - Use simple and large fonts (30+)
   - Avoid using hi-resolution images
   - Saved as MPEG-4 (.mp4) file using the session ID and first name as the file name. For example: “A1-W. Iftikhar-<date>”

**Important Note:** SDC session videos will be made available on the SDC website after the Conference. All copyrights of the PowerPoint presentations will remain with the presenter and shall not be transferred to the SDPI.

- The submission deadline for the video recorded message is 15 November 2021
• Please thoroughly check the voice quality of your voice-over presentation before submission. You may use an external microphone if required.
• You can share your video/presentations using “google drive” or “we transfer”.

For further information, please contact:
Ms Uzma T. Haroon, Director, SDC Unit
Ms Imrana Niazi, Senior Coordinator, SDC Unit
Ms Tayyaba Hanif, Associate Coordinator, SDC Unit

at sdc@sdpi.org