

Checklist for Recording Video Messages

1. Audio

The most essential element of your video message is good quality sound and a moderate speaking pace.

- Are you using a separate microphone - preferably a USB-connected, unidirectional, desktop microphone - positioned close to your mouth? (**NB:** integrated laptop microphones and Bluetooth microphones are not suitable.)
- Are you recording onto your computer, not onto a tablet or smartphone, and not directly onto the platform?
- Are you by yourself in a quiet room with no reverberation? (**NB:** avoid rooms with high ceilings)
- Are the windows and doors closed, and air conditioning and all other sources of extraneous noise turned off?
- Have you made sure not to cut out pauses and not to accelerate the audio in the video?

2. Image

- Are you seated directly in front of the camera?
- Can you be seen clearly from the shoulders up?
- Have you made sure that you are not backlit (e.g. that you are not sat in front of a window)?

3. Sending your video message:

- Have you checked the recording before sending to assess audio and image quality?
- Have you made sure that the video file is clearly labelled with the title, date and time of the meeting?
- Have you labelled the file with the name of the speaker and/or delegation or organisation?
- Have you provided the meeting secretariat with a written copy of your presentation/statement?