

## – TECHNICAL GUIDELINES –

Send an e-mail with your video till **February 24**, to: [25lat@wsiz.edu.pl](mailto:25lat@wsiz.edu.pl).

Attractive **gifts** await the ones who will send the most interesting materials.

## TECHNICAL GUIDELINES:

- ◆ The recording should **last up to 40 seconds**. Size of the video should not exceed **100 MB**. The Video File Formats: mp4, avi, mov, mpeg and wmv.
- ◆ Be in a room lit by natural or white light while recording. The video should be recorded **horizontally**, preferably in the 16: 9 aspect ratio, with the head centred at about 50% of the frame height.
- ◆ Do not stand in front of the window while recording (the light source in a background will appear as a white or black spot in the video). The phone (SLR or camera) can be held in your hand or placed in front of you at the face level, so that you do not have to bend to it or raise your head.
- ◆ It is important that the telephone is not more than 1.5 meters away from the speaker's mouth - this minimizes the impact of room reverberation.
- ◆ Please pay attention to the background so that there are no elements you do not want to show. As for headphones - you can use them, but there is no such necessity - everything depends on your own interpretation.

Please be informed that **your image** will be used in the promotion of UITM - on the University's website and in social media (Facebook, Instagram, LinkedIn, YouTube), as a comprehensive campaign or individual videos.

By submitting the material, **you consent to the participation in the campaign and the use of your image for the next 5 years**.

If you **resign from participation** in the campaign before the expiry of the specified time, please send a message to [bow@wsiz.edu.pl](mailto:bow@wsiz.edu.pl). The resignation will not include the removal of previously published (archival) materials.

If you have additional questions, please contact us by phone: +48 17 866 14 01, 17 866 12 54.