

Audio-Video Requirements for Pre-recorded Statements

Delegations wishing to submit video statements recorded in advance are kindly reminded of the following recommendations:

GENERAL

- Speeches should be delivered in one of the six UN official languages.
- Speak at a moderate pace, allowing for natural pauses at the end of phrases and ideas.
- Speak directly into the microphone, placing it between 30-50 centimeters away.
- Avoid tapping, blowing or shouting into the microphone.
- Avoid including moving images alongside the speaker, do not include background music.
- A text of the statement must be provided with the video. Videos submitted without text will not be interpreted.
- Provide the pre-recorded video file in MP4 format

When submitting a *prerecorded statement in a non-UN language*,

- Provide a video file with the audio recording of the interpretation into one of the UN official languages as a voice-over. The voice of the original speaker must be completely muted.
- Provide the corresponding written translation of the statement into one of the UN official languages.

Statements accompanied by subtitles only or just a written translation in a UN official language will not be interpreted.

AUDIO

Please use a microphone with the following characteristics¹:

- Directional (cardioid) or lapel
- Suitable for speech recognition
- Noise and echo cancelling
- Correctly reproduces audio frequencies between 125 Hz and 15 000 Hz

The audio must contain natural pauses and avoid abrupt transitions. Surround and Stereo audio must be appropriately balanced and free from phase differences. Audio quality must be steady and free from fluctuations.

Please note that microphones integrated into a computer or mobile device, mobile phone earpieces, and Bluetooth headsets do not provide requisite sound quality and must not be used.

VIDEO

- Record in a quiet room, free of any noise (ex. clicking, humming, paper ruffling).
- Use an HD camera (720p or higher)
- Place the camera at head-height and face it when recording.
- Close any drapes/curtains to avoid backlighting.
- Use artificial light to illuminate the speaker indirectly (with a single light source pointing up), or from three different angles, if multiple light sources are available.

¹ Please see attached a list of recommended suitable microphones.