

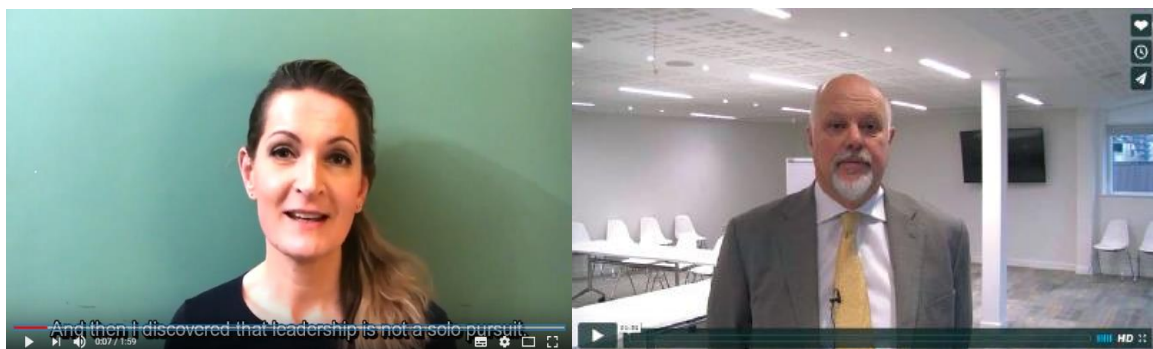
## Video Statement Guidelines:

**Candidates are invited to submit a short video clip, up to 2 minutes and 30 seconds long, which will be uploaded online and can then be viewed alongside your written candidate statement and photo via a link on the online voting site.**

The video clip will give you an opportunity to address voters and should be based on your nomination statement, covering why you wish to be elected and what you feel you can bring to the role.

If you do wish to include a video statement with your nomination please ensure that you follow these guidelines:

- To ensure fairness for all candidates the video must be a simple address to camera in a single shot.
- Videos should show you framed with your head and shoulders in view, looking into the camera.
- Ensure you choose an environment that is quiet and with good lighting to record your statement.
- Choose an appropriate backdrop to your recording and think about what you are wearing – be aware that how you look and the scene behind you will influence how viewers receive your statement.
- Prepare what you want to say in advance, ensuring that your speech does not exceed 2 minutes and 30 seconds in total.
- Your video can be recorded from a laptop or hand held device so long as you ensure the camera is securely held still during the recording, either by another person holding it or through using a tripod.
- 'Selfie' style with a hand held device is not recommended.
- Check your video statement thoroughly before forwarding it to us. Make sure you are happy with how it looks and that what you say can be clearly heard. It is possible that you may not have noticed background noises until after you hear them on your recording.
- Be prepared to have a couple of goes at your video statement until you have a version you are happy to submit.
- **Ensure you keep your video statement to 2 minutes 30 seconds or less – statements longer than 2 minutes 30 seconds will not be accepted.**
- CIEH is not able to help you film or edit your video.



**Where Videos are to be submitted then the following Video Specifications apply:**

- Please note that videos need to be in one of the following formats:
  - WMV
  - AVI
  - MOV
  - 3GP
  - MPEG
  - MP4
  - FLV
  - SWF
  - WebM
  - MKV (h.264)

We recommend uploading videos in HD for quality playback, using one of the standard aspect ratios: 4:3 or 16:9. File size should not exceed 50MB.

- All videos will require approval by the relevant Returning Officer prior to uploading to the website to ensure appropriate content.

**Submitting a video file:**

If the video file is under 10MB it can be emailed to [cieh@uk-engage.org](mailto:cieh@uk-engage.org)

Alternatively the video file can be transferred to a free file sharing website such as [www.wetransfer.com](http://www.wetransfer.com) or [www.mailbigfile.com](http://www.mailbigfile.com). These services\* enable the upload of the file and have the download link sent directly to the following email address [cieh@uk-engage.org](mailto:cieh@uk-engage.org)

**Video statements will not be accepted after the close of nominations on Friday, 22 March 2024.**

If you have any questions, please contact us using [cieh@uk-engage.org](mailto:cieh@uk-engage.org)

\*Please note that these websites are in no way affiliated with the CIEH or UK Engage and no responsibility can be taken for any issues which may arise from their use. Any charges for such 3rd party services are to be borne by the candidate.