

## **Audio-Video Requirements for Pre-recorded Statements**

The following requirements should be followed when preparing a pre-recorded statement to ensure proper interpretation.

### **AUDIO**

To record your statement, use a microphone with the following characteristics:

1. Directional (cardioid)
2. Suitable for speech recognition
3. Correctly reproduces audio frequencies between 125 Hz and 15,000 Hz.

*Please see the attached list of recommended equipment for further suggestions on suitable microphones.*

**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.**

### **DELIVERY**

1. Speak at a moderate pace, allowing for natural pauses at the end of phrases and ideas. Do not remove these pauses when editing the video statement.
2. Speak directly into the microphone, placing it between 30-50 centimeters away.
3. Avoid tapping, blowing or shouting into the microphone.
4. **A text of the statement must be provided with the video. Videos submitted without text will not be interpreted.**

*Please note that only recordings of speeches delivered in one of the six UN official languages can be interpreted. If a prerecorded statement is submitted in a non-UN language, the statement cannot be interpreted, even if subtitles are provided. Instead, a sound recording of the statement's interpretation in one of the six UN official languages must be provided in-advance.*

### **VISUAL**

1. Record in a quiet room, free of any other noise.
2. Use a HD camera (720p or higher)
3. Place the camera at head-height and face it when recording.
4. Close any drapes and or curtains to avoid backlighting.
5. 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.