

**IDIO Virtual Convening – Video Instructions and Tips**

For the IDIO virtual convening, we are compiling brief videos from our state partners (you!) that we can share during the event. Some suggested topics for the videos include:

* Share words of encouragement for your peers
* In 1-2 sentences, tell us who you would like to thank (heroes during the pandemic) and why
* Share a funny or tender moment (approved for all audiences) from the last several months (zoom gone bad, cute things said by kids, and so on)

Feel free to address one or more of these topics or another relevant topic. If you address more than one topic, please create a separate video for each. Please keep recordings under 1-2 minutes in length.

Videos can be recorded using a phone or video camera. Following are some tips for recording a video and instructions for uploading your video.

**Tips for Creating a Video**

**Audio**

* Pick a quiet place to record the video (try to avoid areas with a lot of street noise, or areas close to noisy air conditioning units)
* If possible, use an external microphone, headset with mike, or air pods to get the best quality audio
* Be close to the recording device if you are not using an external microphone
* Speak clearly and in a normal speaking tone and volume
* Avoid empty rooms that might create some echo
* Record a sample video and listen to the sound quality; you may need to adjust the recording volume or move to a different location

**Video**

* Select an area with a “clean” background (this does not mean you need a plain wall, but we want to focus on you, not your background)
* Select and area with even lighting (try to avoid really bright or dark areas on your face; try to avoid dark areas under your eyes from overhead lighting)
* Add lighting if the area you select is too dark (you can use a desk lamp to help brighten up an area)
* Do not shoot towards a window (the camera should be between you and the window, not facing a window or bright light source)
* Wear solid colors if possible but avoid clothing that is either mostly white or black which can interfere with camera settings)
* Place the camera/phone on a stable surface or on a tripod/stand (try to avoid shaky video due to hand-held cameras or phones)
* Try to shoot the video from your chest or waist up with only a little headroom (the space between the top of the screen and your head)
* Try to position the camera at about your eye level
* **If using a phone,** **shoot the video with the phone positioned horizontally, not vertically** (think of how you would watch a video on TV)
* If you have options for file format, select MP4
* Try to film at the highest quality
* If you make a mistake, please refilm the segment; we would like you to submit as clean a version as possible (if your video needs to be edited, please let us know what to edit out)
* Record a sample video to see how you and your surroundings look

**Finalizing and Uploading Your Video**

* We suggest you review your video before submitting to make sure you like it
* Use the following naming convention to name your video: lastname.firstinitial.state
* **Please submit your video by September 25!**
* You will need a Gmail account to upload your video; if you do not have a Gmail account, please contact Lori Hodge (lori.hodge@sri.com) for an alternate means of uploading your video

To upload your video:

* Go to this link: <https://drive.google.com/drive/folders/1VTTv4ltLBjRdKS1hGY-uZ497nsdp5Eiw>
* Select the box that says “New” in the upper left hand corner
* In the drop down menu, select “File upload”; this will bring up a page where you can select a file from your computer to upload
* Navigate to the location where your video is saved and either double click the video
* After uploading your video, please send an email message to Lori Hodge (lori.hodge@sri.com) letting her know you have uploaded a video

Note: Videos will be moved from the Google drive to a secure SharePoint site daily but, while they are in the Google drive, they will be visible to others who are uploading videos.