



Human Rights 75 - High-Level Event

Technical note on submission of pre-recorded pledging videos by States, civil society organisations UN entities, IGOs, regional human rights mechanisms, NHRIs and others

Presentation of pledges during the High-level Event

States are invited **to present their pledges in person** during one of the two pledging sessions in Room XX, Palais des Nations during the High-level Event on Monday 11 December (11.30-13.00 and 14.00-15.00, CET). In-person pledge presentations are restricted to a **maximum of one minute per country**.

States also have the option of sending a pre-recorded video message of **no longer than three minutes**. This video recording can either supplement the in-person presentation by the Head of Delegation on 11 December or be recorded as a stand-alone announcement. Pre-recorded video messages will be showcased on the virtual conference centre.

For more information, please refer to the [technical note on pledges](#). All questions relating to pledges can be addressed to the Human Rights 75 Secretariat at ohchr-pledgeshr75@un.org.

a. Submission of pledges

Pledges must be submitted in written form through the [online platform](#) dedicated for this purpose. The pledge submission form is accessible in the six official languages of the UN.

b. Deadline:

By **15 November 2023**, States are encouraged to:

- a. Inform the Secretariat via email (ohchr-pledgeshr75@un.org) if an in-person pledge will be made, and if so, the name and title of the presenter.
- b. Inform the Secretariat the nature and overall theme covered by the pledge(s).
- c. Upload the video (maximum 3 minutes) to be shown in the virtual conference centre and inform the Secretariat of the name and title of the video presenter.

c. Technical guidelines for the pre-recorded videos to be uploaded by States

In order to harmonise all videos received, please consider the following technical suggestions when setting up the video recording.



1. The video should be sent in MP4 video file type, and in 16x9 frame size (1920 x 1080 HD, horizontal). It should not exceed three minutes.
2. Please do not add any on-screen graphics, logos, lower thirds/name straps, subtitles, music or fades to black at the beginning or end.
3. Before the subject starts speaking, please ask the subject to look down the lens and pause for a couple of seconds. Please do the same at the end of the recording.
4. Film the subject in a mid-shot, with them centred in frame and with a small, but definite amount of head room:



5. If the subject is someone who uses their hands while they talk, frame them in:



6. Make sure the background is not too similar to the subject's clothing (e.g., white behind a white shirt, blue behind a blue dress) or too distracting. Avoid items of clothing with small or tight patterns, thin lines, or spots as this can disrupt the picture.
7. Make sure the subject is well lit. If possible, try to film during daylight hours with other light sources.
8. Film somewhere quiet. Please do not add music or any background noise.
9. The video can be made in any of the 6 official UN languages.
10. Label the file of the video with the name of the State (in English preferably) and the surname of the dignitary in the video using this convention: COUNTRYNAME_SPEAKERSURNAME, e.g., SAMARLAND_SMITH
11. Please upload the video using this link <https://spaces.hightail.com/uplink/worldtelevision>



12. Please write to ohchr-pledgeshr75@un.org once you have uploaded a video, to inform the Secretariat the exact name and title of the dignitary (in English) in the pre-recorded video. This name, title, and country name (in English) will be added by the Secretariat as a 'lower third' and may not be edited later.

d. Submission of pre-video recorded videos by civil society organizations

- The video should be sent in MP4 video file type, and in 16x9 frame size (1920 x 1080 HD, horizontal). It should not exceed three minutes.
- Please consider adding logos and lower thirds/name straps to identify the name of the organization.
- At the beginning of the recording, please ensure that the representative mentions what organization is making the pledge.
- Please follow the same technical guidelines mentioned in Section C above (numbers 3 to 9).
- Label the file of the video with the name of the NGO (in English preferably) using this convention: ORGANIZATION e.g., WOMEN RIGHTS ASSOCIATION
- Please upload the video using this link <https://www.dropbox.com/request/fj046tloXMYxDH1DEoOJ>
- Please ensure that you have uploaded your video to the link above as incorrectly uploaded Pledges may get lost.
- Please write to ohchr-pledgeshr75@un.org once you have uploaded a video, to inform the Secretariat the name of the organization submitting the pre-recorded video.

e. Submission of pre-video recorded videos by UN entities, IGOs, regional human rights mechanisms, NHRIs and others.

- The video should be sent in MP4 video file type, and in 16x9 frame size (1920 x 1080 HD, horizontal). It should not exceed three minutes.
- Please do not add any on-screen graphics, logos, lower thirds/name straps, subtitles, music or fades to black at the beginning or end.



- Please follow the same technical guidelines mentioned above (section C, numbers 3 to 8).
- Label the file of the video with the name of the institution or entity (in English preferably) using this convention: INSTITUTION e.g., UNWOMEN
- Please upload the video using this link <https://spaces.hightail.com/uplink/worldtelevision>
- Please write to ohchr-pledgeshr75@un.org once you have uploaded a video, to inform the Secretariat the exact name of the entity or institution submitting the video and the name and title of the representative speaking in the video.