

## PARTICIPATION GUIDELINE TO MAKING, UPLOADING AND SENDING VIDEO PROJECTS



## How to elaborate a video?

- Each team must make a video recording of the exhibition of the project taking into account the following guidelines:
  - It is recommended that the video recording be made with the rear camera of any mobile device, with a web camera or, failing that, with the integrated camera of any computer.
  - It is recommended that the resolution of the video be at least High Definition (HD), equivalent to 720x1280 pixels, in horizontal format.
  - The duration of the video should be between 3 and 5 minutes
  - All project participants, including the consultant, must be present on the video.

Note: Since biosecurity measures recommend healthy distance and avoidance of crowding, we recommend that the exhibition be conducted by video conference using the Skype or Zoom platforms, and that it be recorded.

- The video must have a cover page at the beginning with the following data in the following established order.
  - a. Name of the project.
  - b. Project Registration Key.
  - c. Name of the participants in alphabetical order.
  - d. Name of the Advisor
  - e. Institution to which they belong.

## How to take advantage of the 5 minutes of video?

- a. First you should consider 15 to 20 seconds for the cover of the video.
- b. In the background you should consider 30 to 45 seconds to make a formal presentation of the members of the whole team and the name of the project.
- c. Thirdly, they must present the subject of the project in 120 to 200 seconds.
- d. Finally, they can use the last 15 to 25 seconds to draw conclusions and close the presentation.

Once finished, they must save the video in .mp4 format and name it as follows:

**Country\_Project name.mp4**

## How to load a Video

The platform they will use to upload and send their video will be the **youtube.com** site.

The steps to be able to carry out this process are the following:

1. You must open your web browser, preferably using Chrome, Edge, FireFox, Opera or Safari, **NOT Internet Explorer**, to avoid errors.
2. Once the browser is open, you must access the youtube.com site.
3. Once on the site, you must click on the "Start Session" button.
  - a) You will need to log in with an account that belongs to the Gmail email platform.
  - b) In case you do not have a "google" account, you must create one as follows:
    - Click on the "Use another account" button.
    - Click on the "Create Account" button and click on the "For Me" option.
    - Once inside the form, you must click on the text "create new Gmail address" and you must fill out the form and accept the terms.
    - As soon as you accept the terms, you will have created an account and the site will redirect you to youtube.com with a session already started.

- 4 Once the session has started, you must click on the letter that appears in the upper right-hand corner, which will display a menu and you must click on the option **"Create a channel"**.
- 5 A picture will appear and you should click on the **"Start"** button and **"Select"** the option Use your name.
- 6 You will need to set up your channel details, then click **"Save and Continue"**.
- 7 Once you have entered your channel, click on the **"Upload Video"** button and select the video file with the previously saved name.
- 8 Once selected, the title of the video will be placed automatically.
- 9 In the description you will be able to place a brief summary of the project.
- 10 You will have to choose if the content is suitable for children or not, and click on the **"next"** button
- 11 In the elements tab you should not change anything, so just click on **"next"**.
- 12 In the visibility tab is where we find a key part for you to protect the information of your research, so you should pay a lot of attention and select in the section of **"Save or publish"** the option of **"Not listed"** and to finish the upload of the video in the platform, you should click on **"Save"**.

## How to send the Video?

To send the video you must follow these simple steps:

Inside your youtube channel, you will find on the left side a tab called **"Videos"**, you must click it.

- a. Inside this tab you will find the video of your project and in the buttons that you will find there, you will have to select the "options" button that is the one of the three points distributed vertically.
- b. When you click on this button, you will find a menu and you must select the option "Get Link to Share" and the video link will be automatically copied to your clipboard.
- c. Once you have obtained the link, you must send an email to [berenice.suarez@laredmex.org](mailto:berenice.suarez@laredmex.org). In the subject you must put the country and name of your project.
- d. In the body of the email, you must place the link to the video by right-clicking on the space for writing the email, and then clicking on "paste", or simply place the cursor in the space for writing the email and press the Ctrl + V keys.