

To: Providers of videos for the seventh International Conference on Men's Issues

From: Mike Buchanan (mike@j4mb.org.uk)

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Background

[ICMI21](#), the seventh International Conference on Men's Issues, will be a virtual conference, due to the restrictions imposed as a result of COVID-19 (as was [ICMI20](#)). We plan to launch 72 videos on an online event platform between midday on 18 November and midday on 21 November, GMT – one per hour, every hour.

A great deal of “behind the scenes” work will be required to make the event the success we know it should be, and it is important that providers of video files deliver them to us in a timely fashion.

Guidance for preparing video files for ICMI21

The following information should enable speakers to submit video files of acceptable quality. [Tom Caulfield](#), the Technical Director of [Justice for Men & Boys](#), is responsible for the video content of the conference, as he was for the five very successful conferences over 2016-20. Playlists of the 300+ presentations at the six ICMI's since 2014, and the three Messages 4 Men conferences held in London (2017-19), are [here](#).

If you have any queries concerning your videos, please contact Tom direct (tom@tokkelossi.com).

Test video and final video

Please prepare a test video of no more than two minutes' duration, using the equipment in the location and under the same conditions you'll be using later for your final video, and send it to Tom via <http://wetransfer.com> as soon as possible. In the subject line on WeTransfer, please write “[Name] / TEST”. Tom will approve the test video or give you guidance on how to reach the required quality level. **Final videos are required by 31 August.**

For this conference, video files transferred by WeTransfer cannot exceed 2GB. If your final video file is larger than 2GB, download this software (no charge) <https://handbrake.fr/downloads.php>. Then watch this video from 2:09 onwards https://www.youtube.com/watch?v=Ezwonf_Sphg.

Video duration

30 – 50 minutes. Videos in excess of 50 minutes will automatically be rejected.

Video format

.mp4 preferred, .mov acceptable.

Format / resolution

1920 x 1080 frame size preferred (high definition, HD) but any frame size with 1080 will be acceptable (standard definition, SD).

Frames per second (fps)

25fps preferred, 50fps acceptable.

Colour system

PAL preferred, NTSC acceptable but only if PAL is not available to you.

Lighting

It is important to have strong lighting on your face.

Slides

Assuming slides are provided in a different file to the video, they must be in the same format e.g. 1920 x 1080. With Microsoft Powerpoint, this is “presentation quality” or “best quality”.

Email Tom to inform him of the time points where he needs to add and remove the slides from your video.

Focus

Manual.

Copyrighted material

Please do not include copyrighted material in your video. Copyright infringement could result in the conference being taken down from the internet.

On behalf of the organizers, I should like to thank you for your contribution to this conference. We anticipate that it will be a huge success.