



## - technical and organizational comments -

## **REQUEST:**

Please record a short video, if possible - without interruptions. If you make a mistake or want to repeat something, just start over. We will cut out mistakes and corrections in post-production

If you do not have the option to record a video, we will be happy to hear your story in the written form - by e-mail or traditional letter. Each format is of great value to us!

## **CONTENT OF THE VIDEO:**

Please tell us about the course of your studies or work at UITM. Related stories, anecdotes, memories, etc. The recording can be made in groups or individually, it is all up to you.

## **TECHNICAL GUIDELINES:**

To avoid technical mistakes because of the ignorance of the correct video recording, below are some important instructions that will surely be of help to you.

- Be in a room lit by natural or white light while recording. The movie should be recorded horizontally, preferably in the 16: 9 aspect ratio, with the head centered at about 50% of the frame height.
- Please do not stand in front of the window (there will be a white or black spot). The phone (SLR or camera) can be held in your hand or placed in front of you at the face level, so that you do not have to bend to it or raise your head.
- It is important that the telephone is not more than 1.5 meters away from the speaker's mouth this minimizes the impact of room reverberation.
- Please pay attention to the background so that there are no elements you do not want to show. As for headphones you can use them, but there is no such necessity everything depends on your own interpretation.

Please send the material to the address **25lat@wsiz.edu.pl**. Before publishing the material, we will send the video for your approval. Please send us your photo alongside with the video.

Please be informed that your image will be used in the promotion of UITM - on the University's website and in social media (Facebook, Instagram, LinkedIn, YouTube), as a comprehensive campaign or individual videos.

By submitting the material, you consent to the participation in the campaign and the use of your image for the next 5 years.

If you resign from participation in the campaign before the expiry of the specified time, please send a message to <a href="marketing@wsiz.edu.pl">marketing@wsiz.edu.pl</a>. The resignation will not include the removal of previously published (archival) materials.

If you have additional questions, please contact us by phone: +48 17 866 13 08.