check-list FOR RECORDING THE VIDEO-PRESENTATION

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|  | Item | Description |
|  | **Script** | The presentation narrative was previously organized in a **script** |
|  | **Duration** | The maximum time for the presentations is below **5 minutes** |
|  | **Specification** | The video is recorded in **MP4 format, size 426 x 240 (240p**) |
|  | **Template** | It uses the **presentation template** available on the event website |
|  | **Place** | It was recorded in a **quiet place** with access to **natural light** |
|  | **Light** | It was recorded during the day, under natural light for greater contrast, brightness, sharpness and saturation; the shading on the face was avoided with artificial light; the light source (natural or artificial) was behind the camera and not against it |
|  | **Background** | No windows or places with great movement were used in the background, prioritizing either a neutral background or decorated space or background elements with references to the speech |
|  | **Legend** | Contents were avoided at the base of the presentation to allow insertion of subtitles |
|  | **Framing** | The camera was positioned close to eye height, with the face centered on the screen, avoiding too high or too low angles |
|  | **Setup**  | The recording used the cell phone's rear camera (usually the best lens) and recorded in horizontal mode. |
|  | **Stability** | The recording has used a tripod or cell stand or flat and stable surface. |
|  | **Pilot** | A pilot video/audio recording was performed to assess framing and audio |
|  | **Audio** | It was recorded as close as possible to the microphone, having avoided a noisy location, with cell phone positioned on airplane mode |
|  | **Storage** | Data storage space was ensured, and the microSD card was promptly backed up into the cloud |
|  | **Copyright** | Unlicensed commercial videos, images or music were not used, and the consent form for the use of texts, images, videos and sounds was signed and sent to the organization. |