



Atoms for Peace and Development

الوكالة الدولية للطاقة الذرية

国际原子能机构

International Atomic Energy Agency

Agence internationale de l'énergie atomique

Международное агентство по атомной энергии

Organismo Internacional de Energía Atómica

Vienna International Centre, PO Box 100, 1400 Vienna, Austria

Phone: (+43 1) 2600 • Fax: (+43 1) 26007

Email: Official.Mail@iaea.org • Internet: <http://www.iaea.org>

In reply please refer to:

Dial directly to extension: (+43 1) 2600-21404

2024/Note 51

NOTE BY THE SECRETARIAT

Pre-recorded video statements during the general debate of the 68th regular session of the IAEA General Conference

This Note provides detailed guidance with regard to the option for Member States to submit pre-recorded videos of their statements to be delivered during the general debate of the 68th regular session of the IAEA General Conference starting on **Monday, 16 September 2024**.

Member States wishing to submit pre-recorded video statements are requested to provide them to the IAEA Secretariat **by Wednesday, 4 September 2024**, at the latest, as described in the attachment.



14 August 2024

To all IAEA Member States

Enclosure

Statements during the general debate of the 68th regular session of the IAEA General Conference – procedures for submission of pre-recorded video statements

Member States may wish to use the option of sending pre-recorded videos of their statements to be delivered in the general debate to the IAEA Secretariat as described below by **Wednesday, 4 September 2024, at the latest**. This will allow sufficient time for the Secretariat to check the compatibility of the pre-recorded video statements with the technical specifications and to ensure suitability for broadcasting before the start of the Conference on Monday, 16 September 2024.

This Note provides guidance for the preparation and submission of pre-recorded video statements, including technical specifications for video recordings (Annex 1).

1. Duration of video statements

Pre-recorded video statements by Member States should not exceed 7 minutes.

2. Registration of representatives delivering video statements

A representative or head of delegation delivering a pre-recorded video statement shall be registered as a participant.

In accordance with the guidelines for online registration to the 68th regular session of the IAEA General Conference, Registration Focal Points are requested to register such participants with attendance type “physical” and add “Video Statement” in the Remarks box available in the online registration system for the concerned participant. Remarks will be reflected in the List of Participants under the name of those representatives who have delivered a video statement.

3. Submission of video statements

Video recordings should be submitted to the Secretariat via a file sharing platform such as OneDrive or Dropbox with appropriate security protections (e.g., password, private link). The link to the file on the platform should be sent by email to GC-Statements@iaea.org. Kindly do not attach video files to an email directly, as sending/receiving the email and attachment may fail due to the large file size of videos.

To facilitate interpretation and public distribution of statements in the general debate, written statements, in PDF format, should be uploaded together with the video recording through the same process. The name of the country and name and title of the person delivering the statement should be clearly marked on the cover/first page of the statement.

The name of the country and name and functional title of the person delivering the statement should also be appropriately inserted into the image of the video recording before it is submitted to the Secretariat. To ensure consistency, the naming convention described in paragraph 8 of Annex 1 should be followed.

Full PDF versions of national statements can also be provided to the Secretariat for uploading to the General Conference website. Full statements should be submitted through the same process or sent to GC-Statements@iaea.org.

4. Working languages and interpretation

The working languages of the General Conference are Arabic, Chinese, English, French, Russian and Spanish, and statements made in any one of these languages will be interpreted simultaneously into the other working languages. Delegates are requested to provide a written text of their statement, in PDF format, in one of the working languages.

If delegates wish to make a statement in a language other than the working languages, they should, in accordance with Rule 87 of the Rules of Procedure of the General Conference, themselves arrange for interpretation into one of the working languages. In such cases, delegates should inform the Secretariat as soon as possible, and provide a pre-recorded statement in a video file with the audio recording of the interpretation into one of the working languages as a voice-over. The voice of the original speaker must be completely muted. The corresponding written translation of the statement into one of the working languages must also be provided. Statements accompanied by subtitles only or just a written translation in a working language will not be interpreted.

5. Broadcasting of video statements

Video recordings that meet the specified technical requirements and are received by Wednesday, 4 September 2024 at the latest will be held and will be uploaded onto the [General Conference Website](#) shortly after the delivery of each statement in the general debate. The video statements will be accessible in all official languages via the live stream on the General Conference website.

- **Contact Point:**

For questions, please contact: GC-Statements@iaea.org

ANNEX 1

Delegations wishing to submit pre-recorded video messages/statements are kindly reminded of the following recommendations:

General

- Speak at a moderate pace, allowing for natural pauses at the end of phrases and ideas;
- Speak directly into the microphone, placing it between 30–50 centimetres away;
- Avoid tapping, blowing or shouting into the microphone;
- Avoid including moving images alongside the speaker, do not include background music;
- A faithful text of the statement must be provided with the video;
- Provide the pre-recorded video file in MP4 format.

Technical specifications — Pre-recorded video statements

1. Video Quality

Format: MP4;

Full HD 1080x1920 Pixels (at least 720p / maximum 1080p).

2. Suitable location / background

- Film with as much natural light as possible. If it is too dark or the light is unbalanced, turn on the room light and position a desk lamp or other light source. The speaker should be evenly lit and brighter than the background. Close any drapes or curtains to avoid backlighting;
- Find a quiet location. Turn off any source of background noise (e.g., air conditioning and close windows to block traffic noise).

3. Audio

Please use a microphone with the following characteristic:

- Directional (cardioid);
- Suitable for speech recognition;
- Correctly reproduces audio frequencies between 125 Hz and 15 000 Hz.

The audio should contain natural pauses and avoid abrupt transitions. Surround and stereo audio must be appropriately balanced and free from phase differences. The audio quality must be steady and free from fluctuations.

Please note that microphones integrated into a computer or mobile device, mobile phone earpieces, and Bluetooth headsets do not provide requisite sound quality and must not be used.

4. Operational details

- To ensure consistency of presentation and communication, videos should display only the image of the speaker presenting the statement and should not contain PowerPoint slides, video clips/moving images, pictures of events, or any other content;
- Don't overlay any logos or other graphics into the video image.

5. Frame the video shot

- Record in a quiet room, free of any noise (ex. clicking, humming, paper ruffling);
- Make sure no ambient noise is audible;
- Use an HD camera (720p or higher);
- Place the camera at head-height and face it when recording;
- Close any drapes/curtains to avoid backlighting;
- Use artificial light to illuminate the speaker indirectly (with a single light source pointing up), or from three different angles, if multiple light sources are available;
- Position the speaker in the center of the shot. If you film with your phone, one-meter distance between the camera and speaker is ideal. Leave enough space above the head of the speaker;
- Film horizontally (landscape) and not vertically (portrait mode).

6. Record the video

- The speaker should look directly into the camera lens to maintain eye contact with the viewers;
- After hitting the ‘Record’ bottom, there should be a time gap of at least 3 seconds before the speaker starts to speak. Stop the recording at least 3 seconds after the speaker has finished her/his speech.

7. Playback to check the video recording

- For sound quality purposes, headphones should be used to check if the recorded sound is clear and understandable;
- Check if the speaker is in focus and her/his exposure looks even;
- Consider re-recording if the video and/or sound quality are not good.

8. Naming convention:

- To ensure consistency of titling, the country name, speaker’s name and functional title should be included in the below recommended format in the image of the video recording (e.g. by placing a physical name plate/sign on the speaker’s desk or including the text electronically into the image of the video).

First Name Last name
Title / Position (*e.g., Minister of XXX / Ambassador / etc.*)
COUNTRY

Note: There may be delays in posting video statements that do not meet the above requirements and specifications.