

# Video Submission Guidelines for IFCO2021 Virtual Conference

<https://www.ifco.info/ifco-2021-virtual-conference/>

## Overview

The International Foster Care Organisation is preparing two one-day, online events for those working, living and providing care in the out-of-home care system. We are currently inviting practitioners, researchers and persons with lived experiences to submit 5 and 10 minute video presentations for inclusion in this event. We will prioritise submissions which focus on five key areas, these include:

- 1: (Trauma Informed) Healing Centred Engagement
- 2: Early Childhood Interventions
- 3: Healthy Transitions
- 4: Innovative Leadership
- 5: Voices Young People

We welcome submissions for video, audio and slideshows created by presenters and by non-presenters whose videos will be supplementary to the conference. Submitted media will be considered for presentation on IFCO.info, in news stories, the IFCO YouTube channel and on other websites. Content creators: Please follow the guidelines and procedures that follow.

## Scheduling

Contact Jean Anne at [ifco@ifco.info](mailto:ifco@ifco.info) as early as possible about a planned video submission, with an expected delivery date of November 26th so that we can include your submission in our calendar and conference. Please include a brief written summary (one to three sentences) of your video that can be displayed as a summary alongside the video.

## Content Guidelines

Your video should be informative and not promotional in tone. We are seeking videos with content that can be understood by and appeals to a broad general audience. We will not accept works containing profanity or content that violates policies found in Rights, Rules, Responsibilities. Additionally, as a non-profit institution, we require that videos appearing on websites not include commercial logos, messages or URLs directing viewers to external businesses.

When using text to show the name and title of an individual, include proper names rather than abbreviations.

## Duration

Video showcase submissions can be at most 5 minutes.

## Closed Captioning

We do not have the capacity to add closed captioning but do welcome it if you have the capacity to add it. If you provide captions, we prefer the .srt format. You may use your own tools for adding closed captioning, a paid professional service, or free tools such as the one available through YouTube. The closed captions should identify the speakers each time they speak and be free from spelling errors.

## Copyright & Intellectual Property

Videos created copyrighted to presenters and authors as long as it is properly referenced. **IFCO will ask you to submit a Release Form** with your submission allowing IFCO to promote and distribute the videos. This includes a statement that you hold the copyright to all content and have created it and/or have permission to use all content, including video and still imagery, words and music. You also will need to gain permission if your video includes sets, props, lighting and/or costumes designed by individuals.

You may license music through a clearinghouse; music typically requires obtaining explicit permission from all copyright holders, including holders of lyrics, composition, performance and recording rights. Brief instances of incidental background music in a scene may be acceptable, according to generally agreed-upon fair-use guidelines. Examples of incidental music include a recording made during a performance or sporting event, from which the video producer could not remove the background music.

Alternatives to using copyrighted sound recordings for background music include:

- not including background music
- ambient noise,
- audio that is shared via a Creative Commons license,
- compositions and recordings by friends who grant you permission, and
- music you create yourself.

## Identification

Please remember to review the meta-data properties of your digital file and insert appropriate identifying comments: author, title, and copyright information. Authors retain copyright of videos but IFCO requires that you sign an agreement allowing IFCO to distribute the material.

## Pacing

Video is different from a lecture or a demonstration. The pacing of a video presentation must be appropriate: too slow a pace is as common as too fast. A recording of a live demonstration will appear too slow. A large number of jump cuts (abrupt change of image) may create too fast a pace. And please remember that your digital video will be accessed by an international audience, so speak clearly and more slowly than is natural to successfully convey your message.

Your video need not employ professional actors. Usually the most realistic and convincing advocate of an idea is the person responsible for the work being reported. Whoever appears before the camera should remember to speak naturally and don't appear to be reading.

## **File Formats & Transfers**

The easiest ways to share video files are to upload a .mov or .mp4 file onto a file-sharing site and send us the link and details via email.

Video resolution must be at least 1080p (1920 x 1080) or 4K (3840 x 2160). If the video is 1080p and will appear on the main website, we will request a still image that is at least 3840 x 2160 pixels to use as a cover image for the video.

## **Submissions for IFCO's YouTube Channel**

The IFCO Secretariat manages the official IFCO YouTube channel. You can submit videos to be considered for the IFCO YouTube channel by emailing the team.

## **IFCO**

[ifco@ifco.info](mailto:ifco@ifco.info)

[www.IFCO.info](http://www.IFCO.info)

