

CALL FOR ABSTRACTS

COTE20

CONFERENCE ON THE ECONOMY

Guidelines for Video Abstracts

Video abstracts should be no longer than 3 – 4 minutes and include the following:

- an introduction to the topic (background)
- the objectives or goals
- methods (if applicable)
- the key findings/ analysis
- Way forward/ recommendations

COTE appreciates the time and effort that it takes to create a video abstract. However, if a video abstract does not adhere to the below guidelines, we may ask the authors to submit a revised video that addresses their feedback. Examples include:

- contains information that is not relevant
- exceeds 4:00 minutes in length
- has other significant issues

COTE will only post approved video presentations. Please review the following instructions before making the video.

Format

While varieties of formats are acceptable, clarity, conciseness, and engagement are crucial. An example of the formats that can be utilised can be but are not limited to:

PowerPoint Presentations With Voice-over: A narrated PowerPoint presentation created in PowerPoint or similar software.

“Slice of Life”: A video that films the author or material relevant to the article in a highly engaging and non-text based format.

Technical Requirements

Authors should submit videos in MP4 format:

Recommended Aspect Ratio: Landscape (16:9)

- **Length: 4 minutes maximum;** 3 minutes or less is optimal. All videos that exceed 4:00 will be returned for correction.
- **Minimum Resolution:** Minimum width 600 pixels
- **File Size:** (need to get guidance from Marketing/ CITS) *

On-Camera Guidelines

Set-up your camera/phone to start filming. Only use a horizontal format. (See framing example to the right.)

- Set the camera at eye level and make sure you are at least 2 feet back from the device.
- Make sure your face is visible in the frame from beginning to end.
- Record in an area where there is minimal background noise, and where you can be close to the microphone for an appropriate volume and sound quality.
- Make sure you are in a well-lit room with no noticeable copyright/potentially sponsored visuals, or inappropriate materials in the background, eg, can of Coke, Nike shoes, notes with private information, etc.
- Record with a neutral background without any distracting colours or shapes. Bookshelves, high-traffic areas, and other distractions detract from the video.
- Avoid distracting behaviours for people on camera when they are not speaking.
- Record all single-speaker segments at the same time and in the same location; this will prevent unexpected and distracting changes in background, audio levels, and/or lighting.
- Wear neutral- or solid-coloured attire; do not wear all white. Warm, natural tones are preferred.
- Do a short test video to make sure the device records your voice properly at an appropriate volume and without static or background noise.
- **Do not** read from a piece of paper. Occasional glances at notecards are acceptable.
- Avoid fumbles and 'ums' as much as possible...practice.
- Sound energetic to get readers interested.
- Although video abstracts are short in nature, do not talk fast. Simply describe the most interesting aspect of your presentation/ research in a casual tone.

It is the authors' responsibility to ensure that all materials such as photos and slides are correctly attributed and that there is consent for any patients and parents that appear in video or images used in the video.

Step 5. Submission

Send video as an email attachment to cote@sta.uwi.edu no later than **November 13, 2020**

COTE will notify authors of any technical issues that the authors need to address.

Delegates would be informed by Monday 16th November 2020 if their submission was selected for the conference.