



### Information Note and Guidance for Video Submissions

#### General guidelines

The theme of the XV World Forestry Congress is Building a Green, Healthy and Resilient Future with Forests. The Congress will bring together a diverse array of stakeholders to discuss and share views on the challenges and opportunities in the forest sector. The Congress will help ensure that forests are an integral part of discussions and decisions on sustainable development because of their importance for the health, well-being and stability of the planet and its peoples.

The XV World Forestry Congress Secretariat is calling for submissions of short videos that illustrate ideas and examples of innovation, research findings, best practices and pathways that are relevant to the overall theme and one or more sub-themes.

Videos will allow you to actively demonstrate your work in the field – for example through interviews with those working on projects and initiatives, - with practical demonstrations, and showing tangible impacts.

We hope that you can join us at the Congress, but please note that you can submit the video even if you will not attend. Should you submit and then decide to withdraw your video from consideration, kindly advise us as soon as possible.

#### Deadline extended!

Deadline for submitting videos has been extended to **18 November 2020**.

#### Length

Videos should be a maximum of 7 minutes long.

#### Content

Submitted videos should comply with the following criteria:

- Have a subject relevant to the overall Congress theme, as well as to one or more of the sub-themes.
- Videos will be regarded and reviewed as stand-alone contributions and should deliver the intended message clearly without the need for any accompanying written information.
- Each video should contain a title slide stating name of organization(s)/person(s) submitting, title, year produced, and any crucial acknowledgements.
- All material and filming should pay due respect to individuals, communities, animals and ecosystems, ensuring that no distress is caused by the production or screening of the video.
- New/not previously screened video material is preferred, but not required.
- The authors of the video must have clear copyright of the audio and visual content.

## Language

Any language can be used in the video, but if the language(s) is not English, French or Spanish, there must be sub-titles in English, French or Spanish.

## Technical specifications

- The resolution must be at 1080p (1920 x 1080 Full HD) or above.
- The videos must be encoded as an MP4 using the H.264 codec.
- The video can be produced with any professional or non-professional device (smartphone, tablet, video camera).

## How to submit

1. [Go to the online submission platform](#). Log in or Create an Account if you are submitting on this platform for the first time for the XV World Forestry Congress. If you have created an account through other submissions (abstracts for paper or poster or side event proposal), use the existing User ID and password to log in.
2. Go to the Technical Submission tab and select **Create New Submission**. Choose Video Submission, follow instructions on the site and submit.  
Please note that the full submission instructions can be found inside the submission steps by clicking the '**Full Instructions**' link in the top right corner of the status bar on any submission page.
3. You will receive an automated email once you have successfully submitted.

## Review and selection criteria

Each video submission will be reviewed by the reviewing committee and evaluated according to the following criteria:

- a. Overall relevance to the Congress theme and sub-themes
- b. Alignment to Global Development Agenda
- c. Innovative partnerships or collaboration with other organizations and institutions
- d. Innovative approach and new findings
- e. Scientific or technical quality of the objectives and key messages
- f. Theoretical framework, conceptual rationale, or pragmatic grounding
- g. Clarity of objectives and key message(s)
- h. Quality of the presentation

In addition to the above criteria, the gender and intergenerational balance of authors, balance between academic/scientific and practical experience/projects and geographical balance will also be considered during the selection process.

Accepted videos will be published on the Congress website and may also be displayed in designated areas at the Congress venue.

A selected number of videos may be chosen for presentation during Congress sessions, special events, side events or shared through other platforms.

## User rights and responsibilities

By submitting a video to the Congress, the authors agree that the video will be published on the Congress website. The title, names and affiliations of authors, and the summary of the video will be used to introduce the video.

Authors should insert the following text near the start or end of the video.

“The views expressed in this information product are those of the author(s) and do not necessarily reflect the views or policies of FAO.”

## Key dates

18 November 2020	Deadline for submission of videos
16 December 2020	Authors receive review and selection results of video submissions