Our Coast and Seas:
Turning ideas into action

Marine and Coastal Projects in Wales
5 minute Video Submission

DEADLINE FOR SUBMISSION - WEDNESDAY 23rd DECEMBER 2020

Thank you for your interest in submitting a 5 minute video to contribute to this event.

The focus of the event is to provide a platform for discussion around opportunities, needs and ideas for projects to benefit Wales' coast and sea.

There are two possible presentation categories to choose from:

Day 1 – What's going on?
We are keen to showcase current or recently completed projects with a local or regional focus. We are particularly interested to demonstrate the benefits of joined up working and collaborative approaches. Topics can be varied and we hope to capture a wide range of different subjects, regions and approaches.

Day 2 – Ideas, opportunities and upcoming challenges:
We hope to share partners and stakeholders thoughts around opportunities for future work, new collaborative or partnership working and what needs to happen to overcome known challenges. Topics can be varied and we hope to capture a wide range of different subjects, regions and approaches.

To prevent technical glitches on the day, we are asking for these all to be pre-recorded, including a video of yourself presenting, and a PowerPoint presentation.

As you will be aware, online events bring their own challenges and we encourage dynamic and lively presentations to maintain engagement. By providing both a video recording of yourself presenting, and the PowerPoint Presentation separately, we can edit these together to ensure formatting is consistent and personable. We also have use of a chat box and can create polls to ask questions or gather information during your presentation. If you would like to include this functionality, please get in touch.

All videos will be considered for inclusion in the live session during the day, although please be aware we only have slots for 5 videos per day. Videos will be chosen to ensure the final selection provides a range of subjects, approaches and ideas around different geographical locations. If your video is not shown during the event it will be made available on the website for "on demand playback" during and after the event.

There will be a live Q&A panel discussion with presenters of the videos shown during the Live Stream (after all videos have played). Please ensure that you are available throughout the time. Those who are selected for live presentation will also be required to be available for a training / rehearsal session the week prior to the event. Dates will be confirmed ASAP.

If you have any questions about filming your presentation please email
info@ourcoastandseas.wales

To Record your 5 minute video:

This can be done on your desktop camera using the in-built video recorder on your computer or on a mobile device/camera. Please see the following pages for tips and tricks.

Please record yourself giving your presentation SEPARATE to any PowerPoint presentation. We will combine them after submission in an event branded frame. Please include a company logo if you would like this included in the frame.

To allow for the combination of your video and Ppt presentation, please either signal during your presentation by saying "Next Slide" or similar, or provide a script of your presentation clearly marked with where you would like the slide to change. We can then synchronise them.

Finished your Presentation?

- Ensure it is no longer than 5 minutes
- File Name Format –
  NRW_PresenterName_Day1_PresentationName.mp4
    e.g. "NRW_MarkSmith_Day2_SeagrassRestoration.mp4"
- Email your recording to info@ourcoastandseas.wales using a file sharing programme such as weTransfer, Gdrive or Dropbox

Please include when sending:
- Which session the video is for
- Title of your video
- Your name, job title and company
- Company logo for display (optional)
- Presentation Slides (.ppt File) –
  NRW_PresenterName_Day1_PresentationName.pptx

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Top Tips for Filming Your Presentation

Make sure you are set up against a plain background,
to give good definition and clarity

Consider the lighting – face a window or light source.
A strong backlight will give you a silhouette and less definition and clarity to your appearance.

Think about where you sit in the frame of the video, try and stay centred and prominent within the shot.

If possible record using a headset or headphones with microphone, this will provide a clearer sound quality for your presentation. If you don't have a headset, be mindful of where the microphone is and the distance you are from it.

Once you have completed a recording – Play it back

Can you hear yourself?
Can you see yourself clearly?
Are there any distractions / background noise?

When you are happy with the recording save the video file in a .mp4 format if possible with your Name, Chosen Session (Day 1 or 2) and Presentation Title in the file name.

File Name Format -
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Top Tips for Filming Your Presentation

Recording on Mobile Device

If using a mobile device, set in on a level surface or stand in a landscape orientation.

Put your device into Airplane / DND mode – this will stop notifications during your recording.

Recording on Laptop / Desktop

Put your device into Focus / Do Not Disturb mode – this will stop notifications during your recording.

Use screen recording or create a Zoom / MS Teams call with yourself and record the call to create your video of the presentation.

Ether signal during your presentation by saying "Next Slide" or similar, or provide a script of your presentation clearly marked with where you would like the slide to change.

Finished your Presentation?

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