

Technical guidelines for filming

15-20 second video testimonials on benefits from learning an RML

Language(s)

- Videos can be made in any European language. For languages other than English/French, please provide a translation.

Equipment

- Ideally use a real camera or a phone for filming. These are preferable to Zoom/Teams/webcam recordings
- Choose a high resolution (width 1920px or higher)
- Use a tripod or similar to hold the camera/phone and avoid shaking
- Make sure the sound recording quality of the device is good (audio is important!): If possible, use a microphone and get it close to the speaker

Location and lighting

- If possible, record in a small, quiet room where there is no echo
- Make sure that the lighting is good: The main light should come from behind the camera (and fall onto the face of the speaker). If using natural daylight, make sure that you are looking out to the window, **not** that it is your background.
- Avoid filming in dark settings (at dawn, rainy days).

When filming

- Make sure there is **no background noise**.
- Make sure your camera is in a stable **horizontal** position at the speaker's eye level
- After you start recording – the speaker should wait 3 seconds before starting to talk and keep filming 3 seconds after the last word.
- Ensure that the speaker's voice is **loud and clear**.
- Look into the camera! If the speaker is reading from notes on a paper, they should first look at the paper to read, then look into the camera and speak.

Please submit your file to the European Centre for Modern Languages either via [WeTransfer](#) to the e-mail address RMLcolloquium@ecml.at or by using the website form (<https://www.ecml.at/RMLvideos>).

Thank you!