



Leaders Roundtables of the Transforming Education Summit

*Guidance Note for statements
12 September 2022*

A. Overview

During the TES Leaders Day on 19 September, Heads of State, Vice-Presidents and Heads of Government are invited to present a national statement of commitment to transform education during the six Leaders Roundtables. Time permitting, statements by registered Deputy Prime Ministers will also be accommodated.

Focus of interventions

Leaders are encouraged to place particular emphasis on the steps that will be taken to recover pandemic-related learning losses; to reimagine education towards 2030 and beyond, and to secure the financial resources needed to deliver in both of these areas.

Length of statements

Time limits of 4 minutes for national statements will be strictly implemented.

List of speakers

A provisional List of Speakers has been shared with delegations. An updated list will be provided by COB Thursday 15 September 2022. Please contact leaders.roundtables@unesco.org should there be any changes in your representation.

In-person and video statements

In-person statements are strongly encouraged. They are to be delivered from the lectern in both the ECOSOC and Trusteeship Council Chambers. Speakers will be escorted by UN-Protocol from their seats to the lectern.

Video statements will also be presented during the Summit. Please see details in section B below.

E-statements

Delegations are requested to provide a copy of their statement by email to estatements@un.org, in PDF and Word, well in advance of the meeting, but no later than 2 hours before the meeting, indicating the title and date of the meeting, and the name and delegation of the speaker.



B. Pre-Recorded statements

Pre-recorded video messages from Heads of State and Government wishing to address the Summit but unable to attend in person will be presented during the leaders roundtables.

File Submission and deadline

All pre-recorded video statements should be **submitted by Thursday 15 September**.

Here is the dedicated link to upload pre-recorded video statements for the event:

<https://un-mam.cimediacloud.com/file-request/5BC2X5FC>

Be sure to upload the correct file, and click “add metadata”, to fill out the necessary metadata fields before uploading. You will be brought to a confirmation page on the SonyCi website once the upload is complete.

If there are any questions, please call +1 212 963 8648.

Language and interpretation:

Delegations are encouraged to record messages in the official languages of the United Nations.

For languages other than an official UN language, please provide an audio recording of the interpretation into one of the UN official languages. In addition, please provide the text of your statement translated into one of the official languages.¹

To enable accurate interpretation, please

1. Ensure the speaker speaks clearly and at a moderate pace;
2. Provide a copy of the text of the statement.

Graphics

Delegations are requested to refrain from adding any graphics such as lower thirds (name & title) or any logos or branding. The Secretariat will ensure any meeting graphics are applied uniformly according to UN Protocols for the broadcast.

Video quality

- HD resolution of 1920 x 1080 pixels in an aspect ratio of 16:9
- 29.97 frames per second (60 fields) known as 1080i/29.97, top field first; colour sub-sampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG4 or MOV files.



Alternately, file submission video quality should be as a minimum:

- HD resolution of 1280 x 720 pixels in an aspect ratio of 16:9
- 30 frames per second (60 fields) known as 720p top field first; colour sub-sampled at a ratio of 4:2:2 (8 bits per channel with 10 bits per channel preferred). As is common with MPEG4 or MOV files.

Audio

General recommendation is that material should conform to SMPTE 382M Standard or AES3. In addition:

- The preferred bit depth for audio recording is 24 bits per sample. The minimum bit depth is 16 bits per sample.
- All audio should be recorded at a minimum sample rate of 48 KHz, although sampling at 96 KHz is encouraged. Recording or digitizing audio using an uncompressed lossless codec, such as WAV-PCM.
- Sound must be recorded with appropriately placed microphones, giving minimum background noise and without peak distortion.
- The audio must be free of spurious signals such as clicks, noise, hum and any analogue distortion.
- The audio must be reasonably continuous and smoothly mixed and edited. Audio levels must be appropriate to the scene portrayed and dynamic range must not be excessive. They must be suitable for the whole range of domestic listening situations.
- Surround and Stereo audio must be appropriately balanced and free from phase differences.
- The audio must not show dynamic and/or frequency response artefacts due to the action of noise reduction or low bit rate coding systems.
- If possible, please include Closed Captions [subtitles] preferably in one of the official languages of the UN. Please also provide a copy of the translated text.

Meta Data

- Metadata should conform to NewsML- G2 2.28