

Guidelines for Video

FORMATS

There is a wide variety of formats in the market every day for recording and playback video options.

Due to the variety of countries and regions with access to various technologies available in our territory, the Inter-American Division uses the following formats recognized by an acceptable quality:

IDEAL FORMATS: DVCAM or HDV

ADEQUATE FORMAT: MiniDV

MINIMUM ACCEPTABLE FORMAT: DVD

INTERNATIONAL STANDARDS

Most countries of the IAD are using the international standard of NTSC, but in some countries, especially our French-speaking countries PAL format is used. Due to the incompatibility between the two formats, and the complications that arise for transferring one to the other, we will not be able to accept videos in PAL format.

SPECIAL CONSIDERATIONS

RECORDING SPEED SETTINGS

Some video devices such as cameras and recorders, allow recording at different speeds, such as SP (Single play), EP (extra play), etc. These options allow you to optimize the videotape by utilizing less tape and extending the recording time up to 8 hours, but at a cost of sacrificing quality.

Please do not use options slow or extended recording, but the option of recording that allows for optimal quality.

DATE AND TIME

We know that it is very important to document any event in your field and preserve it as a heritage for future generations, so you may want to tag each of these good video takes with specific information such as event, date, location, etc. However, the date and time option that some cameras have, especially consumer/home cameras, to publish the date on the image is not the most suitable for professional purposes. Please do not add any graphics, time or date on the video, this will limit future options for editing or transmission via television.

USE OF A TRIPOD

It is very important to use a tripod for the coverage of every and all events.

A moving image is not pleasing to the eyes and denotes bad organization, thus shows poor quality.

VARIETY

Don't limit the coverage of the event to one camera position.

Tape a few minutes with a wide frame from the back of the building without moving the camera. Then, try zooming in and out in the same camera position, as well as some pan views, left and right and vice versa. Later, try different options such as setting up the tripod with your camera in front, at center, from the balcony, from the platform, from corners, and the like. Try all possible options, but always keep the shot for a few seconds so that there may be enough information for a future editing work.

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