# Video questions about the University Recovery Programme - instructions

We want to hear *your* questions about the future of work and how the University will adapt to the next phase of living with – and recovering from – the effects of the pandemic. Questions should be submitted in the form of a short video. The deadline for video submissions is 28 June. We will select submissions to feature in a film about the Recovery Programme and at the open meeting.

Some tips for shooting good quality smart phone video (mobile quality is preferable to Zoom recording):

* Please film landscape rather than portrait, as this will be hosted on YouTube.
* Use the back camera rather than the selfie camera and position yourself central or slightly to one side.
* Face a window where possible, if filming inside, so that you have good natural light but not bright, direct sunshine.
* Keep the phone as still as you can. If you don’t have a steady hand place the phone on a tripod or something solid or, better still, get somebody with a steady hand to film it for you.
* The distance to the camera should be about 1- 1.5 m so we get good audio too.
* Set the video recording settings to highest quality- minimum HD quality. This is settings> camera>Record video on iPhone and camera>settings>video quality on Android
* Find a quiet place to record, particularly if you are filming outside, but somewhere that is interesting so we get a variety of backgrounds.
* Make sure you have enough space on your phone as video files can take up your storage and delete the files once you know we’ve received them.

Please send completed videos via email (if you can) to internalcomms@admin.cam.ac.uk. Use Apple Transfer (or similar) for large file sizes if you have an iPhone or Wetransfer or G drive for Android phones. If you have questions or technical difficulties, email internalcomms@admin.cam.ac.uk