

# CUHK English Public Speaking Competition 2024

## *Procedures for Video Submission*

### 1. Uploading Video

- a. Upload video to YouTube and set it as “Unlisted”. It is important you use this category as it maintains your personal privacy while also allowing judges to access your video.
- b. Please ensure that the video is playable and accessible to other people. If the judges discover your video is unplayable, we will not be able to accept further submissions.
- c. Name the video title according to the following format:
  - Full name\_SID\_CUEPS2024  
**e.g. Chan Tai Man Peter\_1155101234\_CUEPS2024**
- d. Please ensure the video is accessible until at least **March 31, 2024** in case we need to access the video after the judging period.

### 2. Submitting the Online Video Submission Form

- a. After uploading the video to YouTube, retrieve the URL of the video, then fill out and submit to the on-line Video Submission Form:  
[https://eltu.formstack.com/forms/cuhk\\_english\\_public\\_speaking\\_competition\\_2024\\_video\\_submission](https://eltu.formstack.com/forms/cuhk_english_public_speaking_competition_2024_video_submission)

**The submission period is from now till 12:00 noon on Friday, February 16, 2024.**

You are advised to upload the video and submit the Form in a timely fashion to avoid heavy upload traffic. Please ensure you upload before the deadline. Late entries will not be accepted. Furthermore, it is not acceptable if the submission is via other video platforms or other means of submission.

- b. Each contestant should only submit the video URL and related information ONCE.
- c. If you discover there is a problem with your submission, please re-submit your video and details, then email Ms. Amy Chung at [puiyinchung@cuhk.edu.hk](mailto:puiyinchung@cuhk.edu.hk). We will use your last successful submission for judging purposes.

### 3. Specifications of Video

- a. The dress code for the video should be business attire.
- b. At the beginning of video, the contestant should announce his/her full name, SID, and his/her speech title before commencing his/her speech. These will not be counted towards the time limit of the speech (i.e. 4 minutes).
- c. Contestants will be disqualified if they fail to comply with the below:
  - The video must be a single shot video footage. No special effects are permitted, such as adding soundtracks, audio, pictures, text, subtitles or special effects, etc.
  - No editing or post-production are permitted.
  - The video must be recorded live and no dubbing is permitted. The audio and video should synchronize.

### 4. Contestants are advised to adhere to the following recommendations or their marks may be affected:

- Ensure the audio/visual/lighting is of good quality. You may risk disqualification if the judges could not see or hear you clearly.
- The resolution of the video must be at least 720p (1280×720) or above, and the size must not be over 1GB.
- The shooting should be done indoors with a plain background and sufficient light. The recording environment should be quiet.
- The entire video must clearly show the contestant's upper body, facial appearance and gestures.
- When shooting, the camera should be stable without any camera movement.

*The above guidelines are adapted from the video submission guidelines of WIDPSC HK Team Trials 2022 organized by the Hong Kong Debate and Speech Community, to which the Organizing Committee of the CUHK English Public Speaking Competition 2024 would like to acknowledge and show our appreciation for their generous sharing.*