

CUHK CAPSTONE PROJECT PRESENTATION COMPETITION 2024

Qualifying Round: Procedures for Video Submission

1. Uploading Video

- a. Upload the 4-min video to YouTube and set it as “Unlisted”. It is important you use this category as it maintains your personal privacy while also allowing the 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_CPPC2024
e.g. Chan Tai Man Peter_1155101234_CPPC2024

For group entries, name the video after the team member submitting the video as well as _Group after the SID.

e.g. Chan Tai Man Peter_1155101234_Group_CPPC2024

- d. Please ensure the video is accessible until at least May 30, 2024 in case we need to access the video after the judging period.

2. Submitting the Online Registration & Video Submission Form

- a. After uploading the video to YouTube, retrieve the URL of the video, then fill out and submit to the Video Submission Form:
https://eltu.formstack.com/forms/cppc_video_submission
The submission period is from now till **11:59pm on Sunday, April 28, 2024.**
- b. 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.
- c. Each contestant should only submit the video URL and related information ONCE. If you are joining as a team, then only the Team Representative should submit the video on behalf of the whole group.

- d. If you discover there is a problem with your submission, please re-submit your video and details, then email Ms. Sarah Abramson at sarahabramson@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 formal attire.
- b. At the beginning of video, the contestant(s) should announce their full name, SID, and their capstone project title before commencing their presentation. 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 shot in one take. 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.

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 filming should be done indoors with a plain background and sufficient light. The recording environment should be quiet.
- The entire video must clearly show contestants' whole upper body, facial appearance and gestures.
- **PowerPoint slides are not required for the Qualifying Round.**
- When filming, 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 Capstone Project Presentation Competition 2024 would like to acknowledge and show our appreciation for their generous sharing.