

# #WeAreTheCBF - Technical Guidelines



When preparing these materials, please bear in mind the following guidelines:

1. Personal testimony videos cannot be longer than one (1) minute. If we receive longer videos, we will edit them to the required time length. Therefore, please do not exceed the allocated time as it will save us unnecessary work and avoid interfering with the integrity of your presentation.
2. Video presentation of the institution and its activities cannot be longer than five (5) minutes. Again, if we receive longer videos, we will have to edit them.
3. Record the video with your mobile phone in a horizontal position (as you see in the banner of this campaign).
4. If you can, please use an external microphone for good sound quality.
5. The video must be recorded in one of the official languages of the CBF: English, Spanish, French, or German.
6. When recording personal video, use a tripod or ask someone to help you with the recording.

Once you have your recording ready, send it by email to the Secretariat of the Catholic Biblical Federation at the following address: [we-are-the-cbf@c-b-f.org](mailto:we-are-the-cbf@c-b-f.org)

- The video can be sent as an attachment to the message or you can send us the link to the platform (YouTube, VIMEO, etc.) where you have placed the video.
- In the body of the message send us the information about the video:
  - name of the author of the video
  - name of the person appearing in the video (in case of personal videos), the name of the CBF Member Institution to which the person belong and/or which is featured in the video (in case of institutional videos)
  - the country where the represented institution is located and active
  - brief description of the video content

The deadline for submitting videos for this campaign is **Thursday 15 July 2021**.

Submitting a video will be considered as granting permission for its publication.

We thank you for your cooperation and look forward to receiving your videos.

*CBF General Secretariat*