

Video Guidelines to pre-record your presentation/story for Mental Health Advocacy Day, January 29, 2025

Submission Due Date: January 23, 2025

Consent and Release to Use Video: By submitting your video, you give consent to NAMI Vermont and co-sponsors of Mental Health Advocacy Day to use your video, image and likeness and/or any statements.

Please use the following instructions for creating and submitting your 2-3 minute pre-recorded video. We recommend using a computer video software or cell phone video. If you need help to record your story, connect with your co-sponsoring organization for guidance.

1. RECORDING

- a. **For a computer video recording:** You will need a camera and audio function on your computer/laptop and a software program to record. Software programs include Zoom, Google Meet or Microsoft Teams. Zoom has a free basic account. Use the recording function which will generate an MP4 file that you can download. Please use captioning for your recording. Here is a Zoom tutorial: <https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording>
- b. **Smart phones:** Ensure you are filming in landscape mode (holding the phone horizontally) rather than portrait mode (holding the phone vertically). Use the video/recording app on your phone.

2. UPLOADING

- a. We recommend uploading your video file to our Google Drive folder or Dropbox.
- b. [Click here](#) to open the Google Drive folder and drag and drop your MP4 file into the folder.
- c. Dropbox requires an account. [Click here](#) for a tutorial.

3. ADDITIONAL TIPS:

- a. For anonymity it is not required that you share your name.
- b. Use headphones with a microphone attachment or ensure your webcam sound is clear and sufficiently loud.
- c. Use captioning to ensure accessibility by all in attendance.
- d. The preferred video format is MP4*

4. **QUESTIONS?** Contact Laurie Emerson, NAMI Vermont by email
lemerson@namivt.org