**Site visit video**

**Guidance and submission template**

As current travel and meeting restrictions due to COVID19 make it impossible to organize in-person visits to EU islands for this Forum, the Clean Energy for EU Islands Secretariat would like to provide islands with an opportunity to introduce their clean energy projects and their islands to the EU community online.

For this purpose, we invite EU island communities to share their transition activities through a short video.

The EU Islands Secretariat will upload all videos and small descriptions on the website and launch the site visit gallery as part of the Online Forum opening day.

In addition, on the last day of the Forum, the videos will be broadcasted in a dedicated session with experts in their field. During this session, you may furthermore be invited to explain details of your project further.

**Please make sure you read the entire guidance document to take note of all the relevant information.**

**Important note:** The EU Islands Secretariat can provide support on simple post-editing tasks (i.e. shortening the video, adding information banners). If you would like to make use of this service, make sure to send your video to us by Sunday, 11 October 2020.

If you are taking care of the full production of your video, the submission deadline is Wednesday, 21 October 2020.

**How to record the ‘site-visit video’**

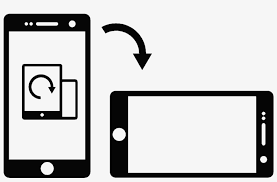
Plan your video with the following storyline (make sure to record the video in English, maximum duration 5 minutes):

* *‘Hello and welcome to the island of* [name of island] in [country]. *My name is/we are* [name of speaker(s)] *and now I/we would like to show you…* [presentation of the site/project/plan etc.]
* Presentation of the details of the site
* Presentation of the development of the project. *‘How did we get here?’ Who were involved? how long did it take?* Etc.
* Presentation of the way forward. *‘Now we are here! Our next step will include…’*
* Conclusion: ‘Our biggest challenge was…’ and ‘Our biggest strength through the process was…’

Tip: We recommend you to answer one question at a time. It helps to organize the video and follow the progress for the future viewers.

**Technical tips**

* Ensure you find the best camera setting on your phone (or another good camera you are using). Most phone cameras have different settings and modes, select the one that provides the highest image and sound quality.
* Remember to film the movie in landscape format.



1 Ensure to tilt your camera to landscape position when filming

* Make sure to do a small sound check by recording a small clip where you speak and check how well the sounds goes through. If it is too low or high and distorted, you can either adjust the microphone level or simply adjust your distance to the microphone. If you’re filming outside and the wind is impacting your microphone, try to adjust your angle, or move behind a building or element in nature that can shield   
  you from the wind.

**How to submit the video on behalf of your island**

* Prepare your video with the above questions as guidance (make sure the video is no longer than 5 minutes and recorded in English)
* Find 1-3 good still photos in high resolution that captures the video well
* Fill in the below template provided by the Secretariat with background information for the video
* Send the video in mp4 format, the still photos and the completed template to [info@euislands.eu](mailto:info@euislands.eu)

**Video Information template**

|  |  |
| --- | --- |
| Island name |  |
| Island country |  |
| Submitting organization |  |
| Other organisations involved in the energy transition |  |
| Short description of your video (max 300 words) |  |