



Video Help Guide

Guidelines

Length: 4 minutes, with up to 15 seconds either side of the time limit.

Format: **.WMV** or **.AVI** for windows or **.MOV** for Macs. These are the standard output formats for Windows Movie Maker and Apple iMovie. These two programs are the simplest to use but please feel free to use whatever program is easiest for you.

*(Adobe Premier Pro users please export to format **.WMV 1024.**)*

Content: Your management package can include almost anything within reason. This includes video, images, text overlay and music. It is really only limited by your imagination. **Please note:** If you are using anyone else's work such as movies or music you **MUST** give them due recognition. This can be done in small text the bottom of the screen or in the final credits. This is good professional practice.

As always, please use your own discretion as to what is appropriate for a university-based project.

Submission: **Each group needs to upload their video by the due date to YouTube as an "Unlisted" clip.** This means that only people who have the specific link will be able to view the video and it is invisible to search engines. This preserves your privacy and also ensures other teams cannot view your submissions until a winner is announced.

To secure your clip, check the box "Unlisted" in the three privacy options available to you while your upload completes. Once upload is complete a link will become available that you can then copy and paste into an email to the HFTC Team. This is the link we will send to the HFTC Judging Panel so they can view your submission. It is a good idea to check your link once your upload has been approved by YouTube to make sure it works. Email hctc@uq.edu.au if you are experiencing serious difficulties and the HFTC Project Officer will do their best to help you.

Tips for a good video

- **Don't lose sight of the goal.** Remember, the judges will be looking at the quality of your patient management package and your ability to work well as a team, not an Oscar-winning performance. (Although if you can act too, that's always helpful.)
- **Be creative!** You are only limited by your imagination, so make your video stand out from the crowd. But remember:
- **Sometimes, less is more.** Try not to overload the project with flashing images, crazy video work or annoying music. This will in all likelihood just annoy the judges and make them feel sick instead of impressed.
- **Check your volume levels!** If we can't hear you, we can't judge you. Also look out for background sound like birds, cars and crowds of people that might drown you out.

- **Tripods are a wonderful thing.** If you can't get one then rest your elbow on something or put your camera on a table or chair and secure it with some blu-tac or duct tape. Shaky camera-work only makes people think of the Blair Witch Project, unless that is the effect you were going for.
- **Blah blah blah...** Sometimes things are better said with images rather than words. Think, does your idea mean more as a picture or is it better explained by a person?
- **Test your link BEFORE you submit.** If we can't find you, we can't mark you. It is up to you to make sure we have your link ready to go to the judges.
- **The Golden Rule: BACK-UP, SAVE A COPY, KEEP IT IN A SAFE PLACE.** Preferably in the cloud. More back-up = less tears, always. If everything else fails, you always have a 'hard copy' on which to fall back on.

FAQ's

We don't have a video camera, what do we do?

Unfortunately we cannot provide students with video camera to film their submissions as there are simply too many of you. If you have already asked all your family and friends there are a couple of options available. You can get in contact with your course coordinator and see if your specific school or organisational unit has a video camera they will be willing to lend. Some of them might but we cannot guarantee they will so it is best to ask early on. Otherwise, you can use alternative video equipment like a digital camera with a video function or a smart phone.

I have more than 4 minutes of video! I don't think I can cut it down, can I submit a longer video?

The short answer is no. Four minutes is a long time in video-time. If you have run over then maybe there is something you have included that isn't completely necessary to your idea. Go back and see if you can re-shoot something so that it is more concise or better yet, include a diagram instead of explaining it in detail for 30 seconds. Another good technique is to base your video around the length of a standard song (3.5 mins).

I can't fill the 4 minute video time slot! I've said everything I want to say, how do I bulk it out?

If you haven't filled your four minutes, have you really done all you can do on your management plan? We would prefer you didn't add fluff to bulk out your video either (too obvious). Having too little is sometimes a good thing. It means you can go back and work on your project some more. Make clearer what needs clarification, extend an idea, do a bit of arty camera work or include a bit of storyline.

How many times can I upload my video?

As many times as you like. We only need one copy of your final upload link so get stuck in.

Help! My video won't upload!

The first thing is don't panic. If you come to us early enough we will do what we can to help you. Firstly make sure you have it the right format for YouTube (YouTube should tell you this or see above). This should ensure the file you are trying to upload is not enormous and too much for the website to handle. You should be able to check the file size by right-clicking on it and choosing 'Properties'. Otherwise, check you have not run out of download quota or are in a wifi area. If after trying everything you still can't get your video to upload, get in touch with the HFTC Project Team as early as you can and we will do our best to help you.