



MASSACHUSETTS ENVIROTHON

Massachusetts Envirothon 2020 | On-line Presentation

Technical Specs

Format and style: Please submit one presentation for your team. Your presentation must have both visuals and sound. We are asking you to submit your presentation as a video file to make it easy for us to show all the presentations to the reviewers in one place: YouTube (unlisted). Live action video is only one option for your presentation, however. You may determine the presentation style that works best for your team, for example:

- On-camera presentation
- Video footage with narration
- Animation with sound
- Still photographs, illustrations or charts/graphs with narration
- Any combination of styles

Reminder: All work must be done remotely. Two or more team members should not work together in person on the planning, preparation or production, nor appear on-camera together. One team member will have to compile the contributions of the other team members into a single presentation. If you interview anyone, it must be by phone or on-line and you must ask their permission to record their voice.

Equipment/software needed: Presentation visuals may be produced with any equipment available, for example, video camera, still camera, smart phone, tablet, or webcam. You may use whatever software or app you have available, as well, provided it will export to a standard video file format. For example, you could produce your presentation using PowerPoint, then export the presentation as a video.

File format: The following standard video formats are preferred: .MOV, .MP4, .AVI, or .WMV. **Do not** send the native software file, such as Adobe Premiere (.prproj), Final Cut Pro (.fcpx) files or PowerPoint (.pptx).

File naming: Please name your file using your team name (for example: **xyzteam.mp4**) prior to submission.

Quality: Please shoot video or still photos at the highest quality setting available. When you export your final file for submission, please export at the highest quality level.

Length: Presentations should be four to eight minutes in duration.

How to submit your presentation:

1. Name your file using your team name. Submit only one file.
2. Send your file via transfer service such as wettransfer.com or sprend.com to massenvirothon@gmail.com. Both services are free and do not require an account. Note that there is a 2GB file size limit for both sites, but videos of eight minutes or less should be under 2GB in size.
3. Complete the submission form: <https://forms.gle/tGRoJrKDYf1brPk56>

Permissions and copyrights: Although U.S. copyright law allows for fair use of copyrighted materials, such as text, photographs, illustrations, video and music, for certain educational purposes, we recommend following your school or organization's guidance on when it's necessary to request permission to use another person's "intellectual property" in an educational presentation. Citation of sources will prevent charges of plagiarism and will also enable your viewers to understand your research and to learn more from these sources as well.

Presentation must contain:

- A title that includes your team's name and the Massachusetts Envirothon logo
- Visuals that help tell your story, such as video footage, still photos, or charts/graphs
- Sound, such as narration and/or interviews (Sound effects and/or music are optional.)
- Credits that include team members, people interviewed, citation of references and credit for creators of content used in the presentation.

Presentation must not contain:

- A focus on brand names or trademarks (other than a school or town symbol, or Massachusetts Envirothon logo). Brief, incidental appearance of brand names, logos or trademarks is acceptable.
- Copyrighted material, such as text from a published article or book, photographs, video, or music, without citation and credit.
- Material that is inappropriate, indecent, obscene, hateful, defamatory, slanderous, or libelous.
- Material that promotes bigotry, racism, hatred, or harm against any group or individual or promotes discrimination based on race, sex, religion, nationality, disability, sexual orientation, or age.

Conditions of submitting a presentation:

- You must have obtained permission from people who appear in the presentation, both on-camera or voice only (or from a parent or legal guardian for anyone under 18), to use their image and/or voice.
- If your presentation is selected, you grant permission to the Massachusetts Envirothon the royalty-free license to copy, display, perform publicly, otherwise use and authorize others to use the presentation for educational, non-profit purposes. Mass. Envirothon will give your team full credit whenever your presentation is presented, either in part or in full.