**Video instructions for Election candidates May 2023**

Video is to be no longer than two minutes and only feature the candidate.

Video must be shot in landscape and in hi-definition. Accepted formats: MP4, .MOV and .WAV(.WAV is audio only) – please note that all modern smartphones and tablets should automatically record in hi-definition and in one of these formats, but please check settings to be sure.

Please avoid filming in front of reflective surfaces such as windows or mirrors.

The content must comply with normal standards of language and with the codes of conduct set out on our members responsibilities <https://www.tabletennisengland.co.uk/membership/members-responsibilities/> page. It must also comply with election regulations <https://www.tabletennisengland.co.uk/content/uploads/2022/08/I-Electoral-Register-Election-of-Directors-18.8.22.pdf>

The video is likely to be too large to be sent by ordinary email. Therefore, your completed video should be sent via WeTransfer or another file-transferring platform to election@tabletennisengland.co.uk – video should not be compressed before sending.

The Returning Officer will review content to ensure it complies with election regulations.

Table Tennis England will not edit videos, except to remove extraneous footage at the beginning or end (e.g. the candidate leaning forward to press the stop button). We reserve the right to add subtitles, in order to make the content accessible.

If you need any further guidance on creating a video, please contact marketing@tabletennisengland.co.uk

The video must be received by the Returning Officer by **23.59** on **Tuesday 30 May 2023**