



**D**iversity **E**quity **I**nclusion

# Team Video Presentation

## Video Making & Submission Guidelines

D.l.: On rolling basis, but no later than February 1<sup>st</sup>, 2025

# YOUR TEAM VIDEO PRESENTATION

The next, optional **step before the Hackathon I** is to create a short video covering several key aspects about your team and its motivation. The videos will be used for creating awareness about the hackathon, about the DEI, its benefits, including why it is valuable to explore it and use it in firms, and should not be longer than 5 minutes.

**The team video is an optional activity, but highly recommended. The video will be utilized and disseminated only if it meets the criteria described below.** By submitting the video all team members agree that the DEI4SME team can utilize it for the above-mentioned purposes under the conditions described in [Clause 5 in the Terms & Conditions](#). The submitted videos will be first posted on the YouTube of the DEI4SME channel and then shared on Facebook and Instagram pages of the project. The team is free to reshare the videos as they like.

***Please note that only one submission per team is allowed; any following submissions from the same team will not be considered.***

## 1.1 Content of the video

Please include at least the following points in your video.

### 1. Team member presentation

- **Basic introduction:** each team member should briefly introduce themselves, including the mention of your name, country where you come from and where you are currently residing, your university. You can mention the name of the team as well.

### 2. Team Motivation

- **Why are you participating?** Tell us why your team decided to join the DEI4SME Hackathon I (February 2025).
- **Interest in DEI:** Discuss your team's interest in DEI. For instance, you can answer the following questions: *why is it important to you? How do you hope to contribute to promoting DEI in SMEs? Why discussing DEI and DEI in SMEs is important to you and should be important to others?* - this will define your teams motivation, but will also serve as a motivation for others to explore DEI, especially in business context.

### 3. Expected Goals

- **What you aim to achieve:** Outline what your team hopes to achieve during the hackathon. This could include specific goals, learning new skills, or networking with other participants and SMEs; the vision about the impact that you hope to make with your solutions.



## 1.2 Technical Guidelines

Please make sure to respect the following technical guidelines when making your video.

- **Length:** keep the video concise, ideally between 3 to 5 minutes.
- **Format:** ensure the video is in a common readable format (e.g., MP4, MOV) and of good quality (HD recommended).
- **Language:** the video should be in English language. Feel free to add captions (optional) in one or multiple languages to supplement the spoken English language.
- **Lighting and sound:** make sure the video is well-lit and that the sound is clear. Avoid background noise, changes in speech level, and ensure all team members are audible when they are speaking. Captions in English (optional) will ensure that people with hearing impairment can receive your message as well.
- **Background:** choose a clean, professional background. If you are participating remotely, ensure your surroundings are tidy and free from distractions. Ideally, please use the background of the DEI4SME project that you received via email.
- **Copyright:** if you add extras to your video (e.g. music, images, video, etc.) make sure your video is not carrying any copyrighted content and provides required credits.
- **Plagiarism:** plagiarism is prohibited, any content used from external sources must be quoted and cited.

## 1.3 Submitting the video

When submitting the video, please use Wesendit: <https://www.wesendit.com> to submit your video. Follow these instructions when filling the required information in the wesendit.com platform:

- Name your video: *Team name\_Video presentation*
- In Recipient's emails à Add [contact@dei4sme.eu](mailto:contact@dei4sme.eu) and [syed.amin@uwasa.fi](mailto:syed.amin@uwasa.fi); **both emails** must be receiving the video.
- In subject line à Add *Hackathon I, team name, video presentation*
- In message à Provide a short description and a title of your video which will be used to present your video when uploading it to the DEI4SME YouTube channel for the public to view.

**Thank you!**

**We are excited to receiving and sharing your team videos!**

For any further questions, please text us via email: [Contact@dei4sme.eu](mailto:Contact@dei4sme.eu)