



# Technical Guide for IIOE Online Courses Competition

▶ Show your course, express your voice



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This guide mainly includes basic technical specifications for IIOE Courseware Competition and IIOE Video Course Competition in order to help participants achieve better performance.

# I. For IIOE Courseware Competition

For IIOE Courseware Competition, entries should contain the following items :

- Cover page provided by IIOE Competition Secretariat, logos of UNESCO-ICHEI, IIOE,seewo and participant's institution:



- Logos should be placed correctly according to the PPT template (shown in the pictures above)

# II. For IIOE Video Course Competition

## 1. Pre-recording requirements

### 1.1 Course Duration

The length of the course shall be 20-30 minutes. In the post-production of video, any content irrelevant to teaching should be edited and deleted.

Lecturers are advised to make an introduction of themselves, their institution, their fields of study and the topics they are about to cover during the first 2 or 3 minutes of the video. A conclusion of the main points covered in the video or some dispersive questions at the end is also highly recommended.

### 1.2 Recording Site

The course can be recorded in a classroom, studio or auditorium. The scene should be well lit, quiet, and tidy, and avoid exhibition of any advertisement or marks irrelevant to the theme of the course.

### 1.3 Methods and Equipment for Recording

There are mainly two methods of recording.

- **Methods of On-site Recording:**

according to the content of the course, it is recommended to shoot the course with multiple positions and the positions shall be able to record all teaching activities in the venue completely.

Lecturer:

- ① Lecturers are recommended to wear formal dresses in recordings.
- ② Please get familiar with the text in advance to ensure the accuracy and fluency of the recording.

- **Methods of Screen Recording:**

for screen recording courses, use screen recording software instead of cameras to record the screen.

Video Equipment: HD digital equipment is recommended.

Recording Equipment: use multiple professional microphones if possible.

Post-production Equipment: use the corresponding non-linear editing system; please remove any software watermarks in the finished product.

## 1.4 Making and Recording of Multimedia Courseware

Before recording, the lecturer should carefully check the multimedia courseware (PPT, audio and video, animation, etc.) used in the teaching process to ensure that its text and format are standardized, correct, and ready for shooting. To ensure the completeness and clarity of multimedia demonstration and blackboard writing, appropriate shooting methods should be adopted according to the actual situation.

Please pay special attention to:

### • Intro and Ending

The introduction frame of the course shall not exceed 10 seconds, which shall include: logo of the institution, name of the course, name and affiliation of the lecturer(s).

The logo is positioned as the following example:



The end frame of the course should include the copyright information, production institution, time of recording and other necessary information.



### Attention:

for the competition, the cover page provided by IIOE Competition Secretariat is required to be adopted in your work.

## 2. Post-production Requirements

### 2.1 Technical Indicators for Video

Stability: the image has no shaking, no colour mutation, and the image at each editing point is stable.

### 2.2. Technical Indicators for Audio

(1) The sound and picture shall be synchronous without defects such as communication sound or other noise.

(2) The sound is clear, without distortion, noise, interference, and abrupt volume changes.

## 3. Video and Audio Documents for Submission

### 3.1 Basic Requirements

The name of the video file shall include the file's order, course title and lecturers' name.

### 3.2 Video Format and Technical Parameters

Video is expected to be in MP4 format.

Record with HD 16:9 aspect ratio, use resolution settings of 1920 × 1080 or 1280 × 720.

### 3.3 Subtitles

(1) File Format: all subtitles must be inserted in the videos, accompanied by complete transcript document in doc, docx format.

(2) Requirement for subtitle: it is recommended that there is only one line of subtitle per screen ;

white letters on black background; double-height, single width; font: Noto Without CJK SC regular, size: 54.

United Nations Educational, Scientific and Cultural Organization  
International Centre for Higher Education Innovation under the auspices of UNESCO  
International Institute of Online Education  
seevio 希沃

Your Logo

Title Position **Course Themes**

Text Position

In the first IIOE Online Courses Competition, entries must be relevant to one of the following themes:

- Online and Blended Teaching & Learning (OBTL) and Education Innovation  
e.g., ICT-supported Project-based Learning
- ICT & Institutional Development  
e.g., Knowledge Management: from Knowledge to Practice
- ICT-enabled STEM Education Innovation & Development  
e.g., Challenge and Application of Big Data Technology in Industry / Internet of Things

Caption position **Welcome to select this course.**

(3) Number of words in the subtitle: it is recommended to include no more than 10 words per line in English.

(4) Position of subtitles: subtitles should be positioned 1.2cm from the bottom as shown in the following example:

United Nations Educational, Scientific and Cultural Organization  
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e.g., Challenge and Application of Big Data Technology in Industry / Internet of Things

Caption position **Welcome to select this course.**

1.2cm

## 4. Copyright

- **The Creative Commons licenses:**

Winning courses will be published online after review. As an open-access platform, and in accordance with UNESCO publishing policy, all courses published on IIOE are to be made available in Open Access under the **Creative Commons open licensing system**.

- **Privacy Notice:**

Any personal data, collected during the course of the competition will only be used and disclosed for purposes reasonably connected with administering and promoting this competition, including certain internal and external communications related to the IIOE Online Courses Competition. We may also share personal data of the overall winner and the finalists with the press for publicity purposes.

- **No Recourse to judicial or other procedures:**

To the extent permitted by law, the rights to litigate, to seek injunctive relief or to any other recourse to judicial or any other procedure in case of disputes or claims resulting from or in connection with this competition are hereby excluded, and you acknowledge and agree, and expressly waive any and all such rights.

- UNESCO-ICHEI and seevo reserve the right to modify the Competition's prizes and its rules and regulations as and when necessary, without prior notice.



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