

Advisory Document for Graduands to submit Pre-recorded Videos / Photos / Messages

(TUM Asia Graduation Ceremony 2021)



Items requested from Graduands:

1. **Video message from graduands, and their families if they wish to share a message**
2. **Any other videos, photos or messages of your time at TUM Asia**

Deadline: 15 October

1. VIDEO MESSAGE

Video Message Content Guidelines

Objective: Congratulatory messages from graduands to their fellow graduands, **and/or** graduands' families may also choose to share a message for the graduating cohort.

Please introduce yourself when you start speaking (Name, Programme of study)

Guiding questions/points for this video (You may refer to one or more of these points or talk about something that you wish to share with your fellow graduands)

- Some of your fellow classmates may be sad that they are unable to graduate physically this year, what would you say to them?
- What is one encouraging message that you would want to share with your fellow classmates or your juniors?
- What has stood out to you from your education so far?
- Share a memorable experience that you had during your studies
- Share one thing that you will miss the most about TUM Asia
- Share an alumni activity that you look forward to participating with your fellow graduands

Please save the video of your file as:

Full Programme name_Full name of student_Title of Video

(E.g. MSc in Transport and Logistics_Jane Tan Ah Min_A memorable event at TUM Asia)

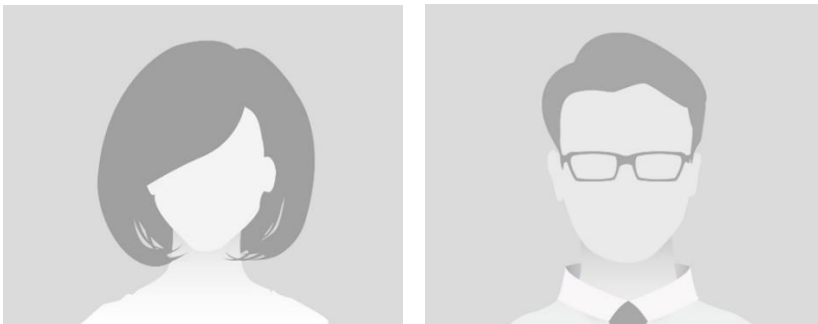
2. OTHER VIDEOS, PHOTOS OR MESSAGES

Please feel free to send us (**your respective programme officer**) any videos or photos **of your time at TUM Asia**. They could be activities such as:

- Outings / field trips with your classmates/professors
- Classroom activities / presentations
- Pictures taken on campus
- **Please include your programme enrolled in, full name, and a caption of the video / activity in the photo in this format:** (e.g. BSc in CE_Jane Tan Ah Min_A trip to Germany with classmates celebrating Christmas in year 2020)
- If you prefer to send us a congratulatory message to your fellow graduands and classmates (instead of a video / photo), you may also email your message to **your respective programme officer**.
 - **Please include the programme you are enrolled in, your full name, and the addressee(s) of your congratulatory message** (e.g. BSc in CE_Jane Tan Ah Min_Albert Teo_Jasmine Yeo Zi Ning)

VIDEO MESSAGE FILMING GUIDELINES

- You may film this video on your smartphone, or a professional DSLR if available. For instructions to film via Zoom or smartphones, please refer to guidelines below.
- The duration of the video should be **1 minute (maximum)**
- Minimum resolution of the video must be **1080, 15 – 30 frames / second**
- The video should be filmed in **landscape orientation**, ideally against a simple background such as a plain white wall
- The dress code is smart casual
- Your face and top half of your body should be visible in this video. Do **position yourself in the centre of the video:**



- Do make sure to film the video in a quiet and well-lit room
 - Do take note to look at the camera and address the viewers who will be watching this. **As we intend to live-stream this video at a later date, do avoid mentioning anything that might sound like this was pre-recorded**
 - This recording will be shown to a public audience on our online platforms. Please replay the video after the recording, and check through it to ensure that you are pleased with the video (eg. Audible, non-blurry, non-shaky, able to view yourself clearly, etc.) before sending it to us
 - The recording should be sent to us in **mp4 format by 11 October**.
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INSTRUCTIONS TO RECORD VIA SMARTPHONES OR ZOOM

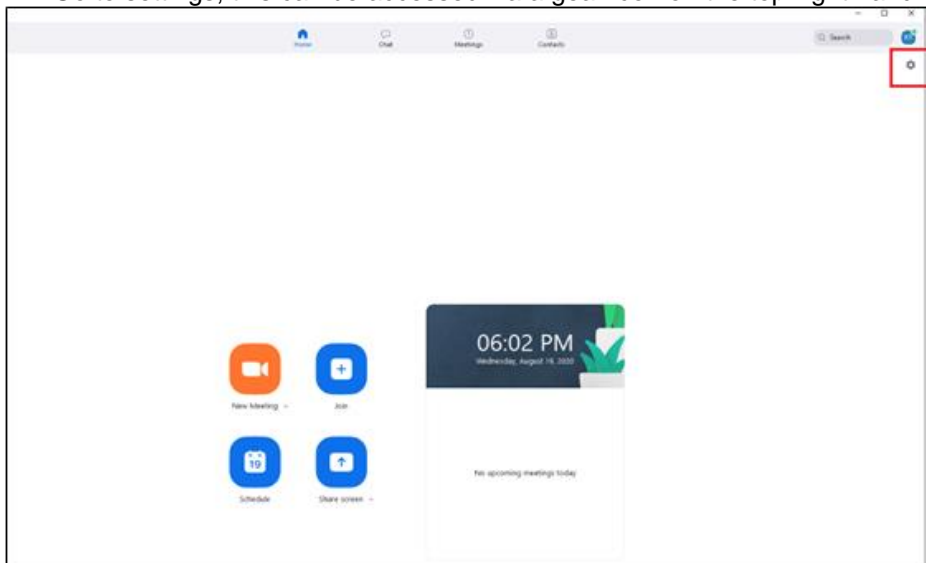
For **Smartphone users**,

1. Go to **Camera App**
2. Choose **Video mode**.
3. Tap the **Record** button or press either volume button to start recording. Tap the **Record** button or press either volume button to stop recording.

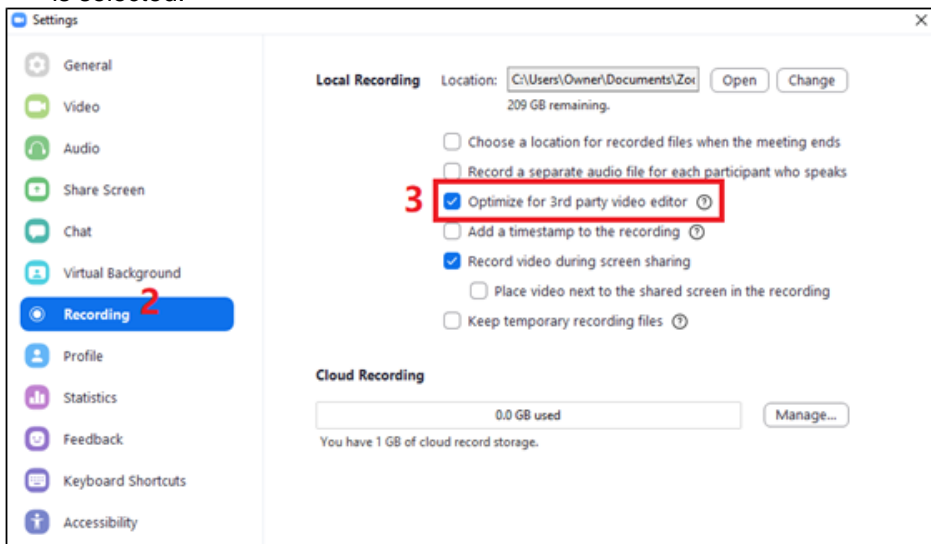
By default, video records at 30 frames per second (fps). Depending on your model, you can choose other frame rates and video resolution setting. Faster frame rates and higher resolutions result in larger video files.

To record video via **Zoom**:

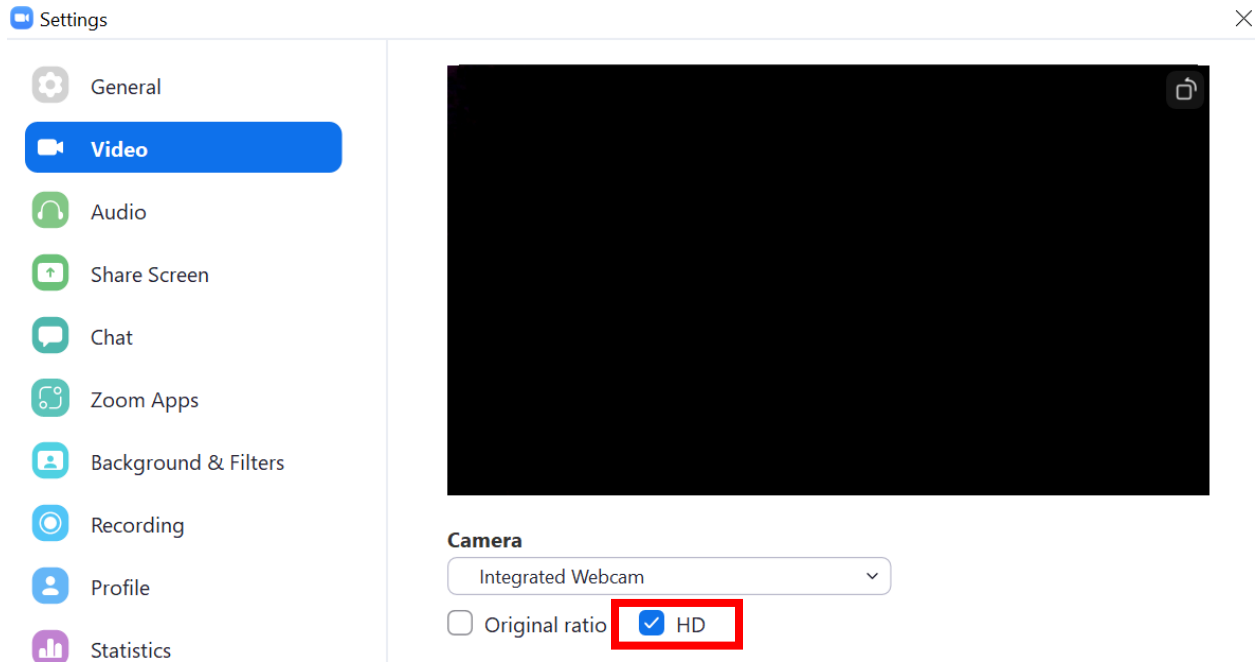
1. Go to settings, this can be accessed via a gear icon on the top-right hand corner.



2. Next, click on Recording and make sure the checkbox beside Optimize for 3rd party video editor is selected.



3. Lastly, click on “Video”, enable “HD”, and proceed to record.



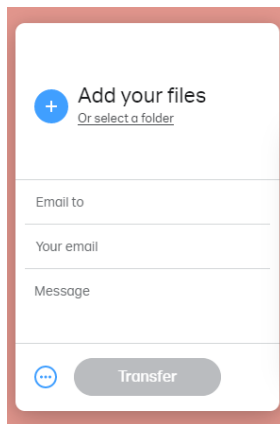
SUBMITTING YOUR VIDEOS, PHOTOS AND MESSAGES

How To Submit Your Videos

1. Replay the video to check once again that you are pleased with the video (eg. Audible, non-blurry, non-shaky, able to view yourself clearly, etc.)
2. Please save your video file as:

Full Programme name_Full name of student_Title of Video

(E.g. MSc in Transport and Logistics_Jane Tan Ah Min_A memorable event at TUM Asia)

A screenshot of the wetransfer.com interface. At the top, there is a blue circle with a white plus sign and the text 'Add your files' and 'Or select a folder'. Below this are three input fields: 'Email to', 'Your email', and 'Message'. At the bottom, there is a grey button labeled 'Transfer' and a small blue circle with three dots to its left.

3. Go to <https://wetransfer.com/> and add your file.
4. Email to **your respective programme officer** and list your own **TUM Asia email address** as your email address.
5. Under the message, kindly list your **full name and programme of study** when you submit your video (eg. Video Message from Johnathan Smith_MSc in Aerospace Engineering)
6. Click transfer. The wetransfer link will automatically be sent to **your respective programme officer**.
7. If you are unsure if TUM Asia has received the wetransfer link, you may also email the link directly to **your respective programme officer**.

How To Submit Your Photos

1. Check through the photo once again to ensure that it is of high quality, professional, non-blurry, and a photograph that you are comfortable using.
2. Email it to **your respective programme officer** from your own **TUM Asia email address**.
3. In your email, kindly list your **full name and programme of study** when you submit your photo (eg. Photograph from Johnathan Smith_MSc in Aerospace Engineering)
4. If the photo is above the email size limit, you may choose to transfer the photograph to us through <https://wetransfer.com/>, email to **your respective programme officer** and list your own **TUM Asia email address** as your email address. Kindly list your **full name and programme of study** when you transfer the photo.