

2023 International Video Contest

Instructions for video submission

Review the Rules before submitting your video. NOTE: All entries must be saved in the format .MOV, .MPEG4, MP4, .AVI, .WMV, .MPEGPS, .FLV, 3GPP, or WebM.

Please save your video file as “full name – study abroad location”, e.g. “John Smith – Calgary Canada” (this is for submission purposes only; the unique name that you choose when filling out your Entry Form will be the name published alongside your video).

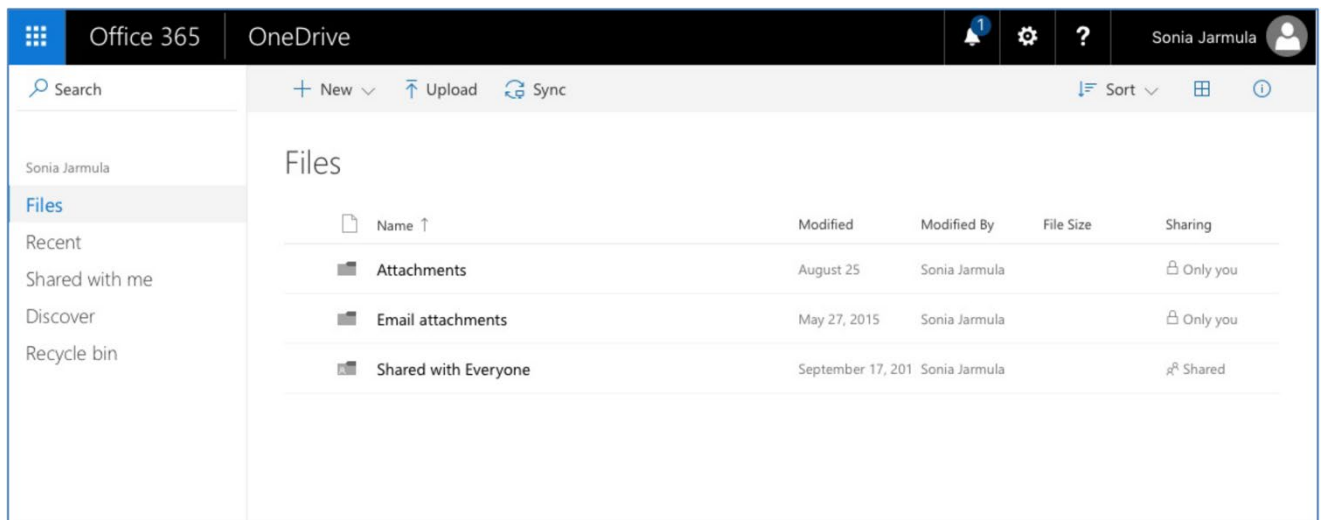
Submitting a video by email

If your video does not exceed the size restrictions of your email server, you are welcome to submit it by emailing ucievent@ucalgary.ca. At the same time, please email us a signed copy of your Entry & Release Forms.

Submitting a video by Office 365 OneDrive

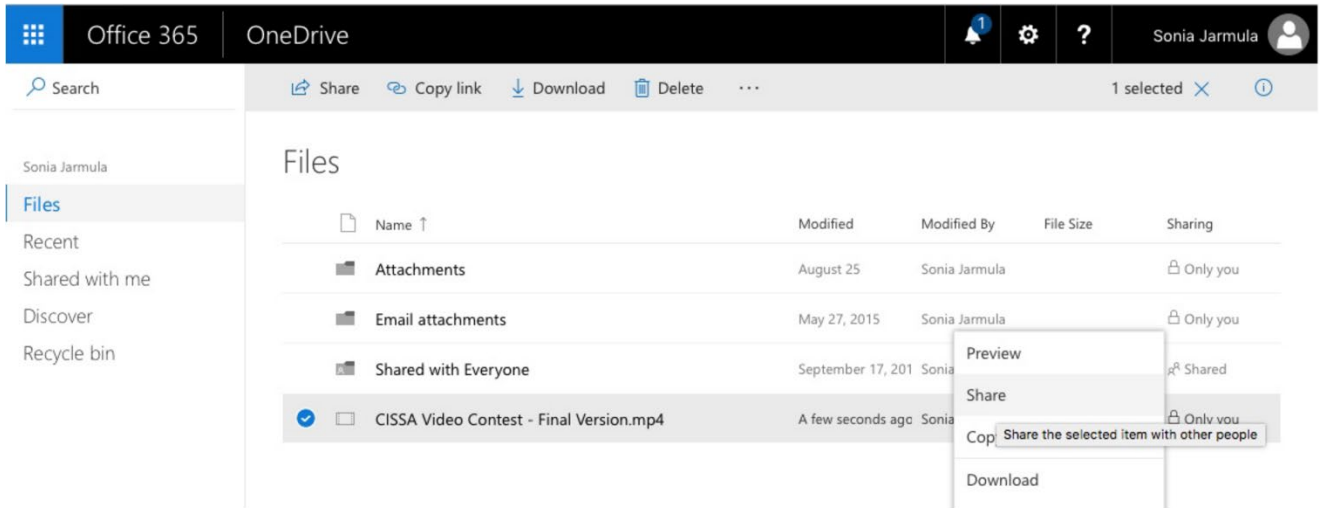
If your video exceeds the size restrictions of your email server, you are welcome to submit it over OneDrive from your UCalgary email account. Please follow the steps as outlined below. If you encounter any difficulties, please contact ucievent@ucalgary.ca.

1. Save your video as a .MOV, .MPEG4, MP4, .AVI, .WMV, .MPEGPS, .FLV, 3GPP, or WebM file. Name the file as “full name – study abroad location” e.g. “John Smith – Calgary Canada”
2. Upload via your University of Calgary Microsoft Office 365 account (see steps 3-6).
3. Log on to your University of Calgary Microsoft Office 365 Outlook as normal. Click on the “OneDrive” tab on the top left next to Office 365.

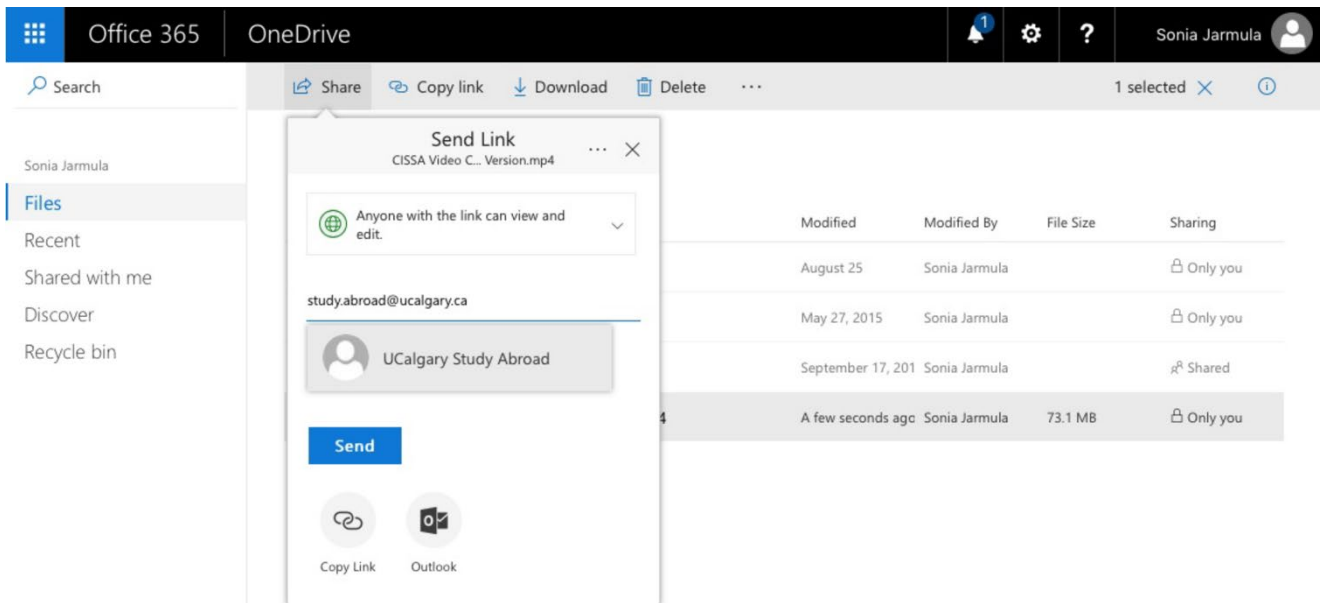


Note: you may have to set up the OneDrive if you have not previously used it. Follow the internal instructions to set up your free OneDrive in just a few minutes.

- Click the “Files” option then “Upload” and select your video file from your computer. It may take a few minutes for your video to upload, please be patient. If difficulties persist try using a different computer.

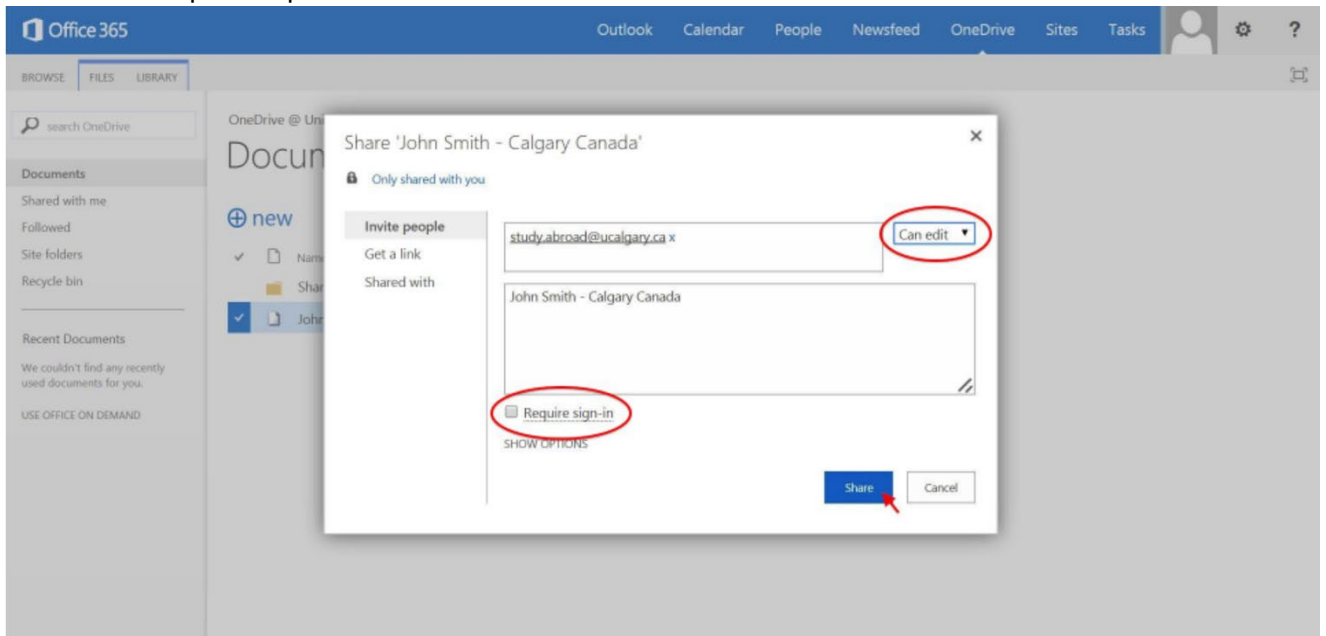


- Once uploaded, right click the document and select “Share”.



- Share your video with ucievent@ucalgary.ca. Write in the description the file name, again as

“full name – study abroad location”. Make sure that the “Can Edit” & “Require Sign-in” boxes are marked as per the photo below.



7. Once you hit “Send” your video is submitted.