



Inter-Parliamentary Union
For democracy. For everyone.



REPUBLIC OF AUSTRIA
Parliament

13th Summit of Women Speakers of Parliament

Virtual meeting, 17 and 18 August 2020

GUIDELINES ON VIDEOS AND GROUP PHOTO

The 13th Summit of Women Speakers of Parliament, convened by the Inter-Parliamentary Union (IPU), in close cooperation with the United Nations and the Austrian Parliament, will be held virtually on 17 and 18 August 2020. It will be followed by an in-person Summit to take place next year in Vienna. The virtual Summit will focus on ***Women's parliamentary leadership in a time of COVID-19 and recovery.***

The online discussions will be divided into three parts:

- (1) Taking the management of emergencies to the next level;
- (2) Stepping up women's economic empowerment and financial inclusion; and
- (3) Putting an end to violence against women in parliament and in all walks of life.

See the provisional agenda at <https://www.ipu.org/event/13th-summit-women-speakers-parliament#event-sub-page-documents/>

Each part will be introduced by a special guest, followed by statements by women Speakers.

Women Speakers may make a four-minute (maximum) statement **live** in one of the three parts of the online discussion listed above. A sign-up sheet to register to make a statement is available at <https://www.ipu.org/event/13th-summit-women-speakers-parliament#event-sub-page-documents/>

VIDEOS

If a woman Speaker is unable to deliver her statement "live" during the Summit due to foreseen technical or time zone difficulties, a **video message of a maximum of three minutes** can be pre-recorded and sent to the IPU Secretariat by email to mgn@ipu.org by **5 August 2020**.

Videos should comply with the following specifications to ensure they can be shown during the virtual Summit and promoted on IPU social media platforms:

- **3 minutes maximum** – please note that pre-recorded videos exceeding the authorized length will not be shown during the virtual Summit
- MP4 format
- Recommended format is 16:9 ratio with 1920 x 1080 resolution
- Recorded in one of the six languages of the virtual Summit: Arabic, English, French, German, Russian and Spanish
- Videos in languages other than English or French should be subtitled in English or French
- For best results, film headshots with a neutral or unfocused background
- **Focus on only one of the three themes** listed above: (1) Taking the management of emergencies to the next level, **OR** (2) Stepping up women's economic empowerment and financial inclusion, **OR** (3) Putting an end to violence against women in parliament and in all walks of life.

PHOTOGRAPHS

Photos of women Speakers will be used for the group photo of the virtual Summit and for the IPU's communications on social media platforms.

A photo of each woman Speaker can be sent to the IPU Secretariat by email to press@ipu.org by 1 August 2020.

Photos should comply with the following specifications:

- Portrait format
- Headshot
- Neutral background
- 2400 x 3000 resolution recommended