

Amphibian Week

May 7-13, 2023

Guidance Form for Short Video Recording

MEET AN AMPHIBIAN BIOLOGIST!

PURPOSE: This document is to provide guidance, a checklist, and a fillable form to create and submit a short video to highlight Amphibian Biologists during Amphibian Week 2023.

INTENT: Post Amphibian Biologist short videos on PARC's Amphibian Week website and share on social media; allow viewers to briefly meet an Amphibian Biologist and to learn about amphibians and amphibian conservation and research.

SCOPE: Videos should be approximately a minute long (30 seconds to 2 minutes) and include the Amphibian Biologist's name, what they do (optional: who they are affiliated with), and answer at least one prompt (below) or something they want to share about being an Amphibian Biologist.

DUE: To be included on the website for Amphibian Week, send your video submission package (see submission checklist below) in this [Google Drive](#), and email a notice of your video submissions with this completed form, including Permission for Use form (below) to parcamphibianweek@gmail.com by **April 21, 2023**. If you have any questions, email michelle_christman@fws.gov.

GENERAL GUIDANCE:

- Keep it simple.
- Use cell phone to record video; record horizontally (sideways on phone).
- Video can be recorded inside, outside, with amphibians, or without.
- If amphibians are part of recording, please be sure all activities demonstrate biosecure practices (e.g. gloves are worn when handling amphibians), and are humane; legal; and authorized/permitted (if applicable).
- Double check sound quality (we want people to hear you and understand what you're saying)

- Accessibility is a requirement. This includes audio descriptions and closed and open captions for video files.
 - We will accept videos with auto-generated captioning, and correct as needed. One easy way to do this is if you have a Zoom Business, Education, or Enterprise license with [cloud recording](#) enabled and [Audio transcription enabled](#), and submit both the recording (MP4) and caption file (CC.VTT)
 - If you submit a video without captions, we will add captions to your video (but will be more work for us, so please try Zoom if you can).
 - Regardless if you submit a video with or without captions, we will verify and correct captions. *Please enter key words and points into this from and include with your submission to ensure we capture what you say correctly.* Examples of key points include:
 - Your name
 - Your affiliation (if provided)
 - Your location (if provided)
 - Any species or taxonomic name you refer to (including latin names)
 - Description of any purposeful sounds in your recording (e.g. calling frogs in background)
 - **Audio descriptions** are a part of accessibility and are easy to do yourself while you are filming. Their purpose is to allow a visually impaired person to experience what is visually being portrayed in a video. How do you do this? Simply describe your surroundings when you begin filming, e.g., “Hello I am Sally Salamander and I’m standing in front of a trickling creek of clear water with sparse vegetation and spindly trees in the background.” If you change your surroundings or move the camera to zoom in on something, just describe that as well, e.g., “I study salamanders in the Northeast US [zooms in to salamander held in hand] and here I’m holding a spotted salamander, which is lizard-shaped and black with yellow spots”.
 - Questions about captioning or audio descriptions can be addressed to Kerry Wixted, at kwixted@fishwildlife.org

CONSIDER STARTING YOUR VIDEO WITH:

Hi! My name is __ (Name)__ and I work for/with (Affiliation)__ in __ (Location)__. I currently work on __ (short description of what you do)__. Continue with a prompt below.

OPTIONAL PROMPTS:

- Describe your setting and why you're there
- Geographically, where do you work?
- What do you do?
- Why are you an Amphibian Biologist?
- What is your favorite amphibian, and why?
- Why are amphibians important?
- Where (generally, no specifics) is your favorite field site?
- What is your favorite part of your job?
- What is your first memory of an amphibian?
- Tell us your favorite amphibian fact.
- Tell us your favorite amphibian joke.
- What is the weirdest amphibian you've ever handled or seen?
- Is it scary to look for amphibians at night?
- Imitate your favorite frog call(s).

VIDEO SUBMISSION CHECKLIST:

Video Recorded in **horizontal/landscape** (sideways on phone) (in Zoom with captions, if possible)

Lighting is good

Sound is good

Save and submit video file with the following:

 lastname_firstname_AW2023_meet_bio.mp4

If using Zoom, save and submit the vtt caption file with the following:

 lastname_firstname_AW2023_caption.vtt

Complete and submit this Form, including key words and sign permission authorization (end of this document) and save as:

 lastname_firstname_AW2023_permission_form.pdf

[Drop above files into this Google Drive](#)

Email parcamphibianweek@gmail.com with notice of submission by April 21, 2023

FORM FOR KEY WORDS OR POINTS FOR CAPTIONS:

Your name:

Your affiliation:

Your location:

Species or taxonomic names used:

Description of any purposeful sounds in your recording (e.g. calling frogs in background):

Other:

PERMISSION FORM:



www.amphibianandreptileconservancy.org

Recording License Agreement

This licensing agreement (the “Agreement”) is entered into as of _____ by and between _____ (“Licensor”) and the Amphibian and Reptile Conservancy, Inc. (“Licensee”), on behalf of its fiscally-sponsored project _____ Partners in Amphibian and Reptile Conservation.

Event

Presentation title

Presentation date

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Joseph Apodaca,
Executive Director

Licensors:

Signature

Name (please print)