Guide to submitting video nominations for Celebrating Researchers

Videos should be no more than 1 minute long per nomination.

Recording your nomination can be done using a camera and or handheld video recorder, however most phones allow you to record through the camera function and most computers have recording ability (via camera or webcam) using inbuilt programs:
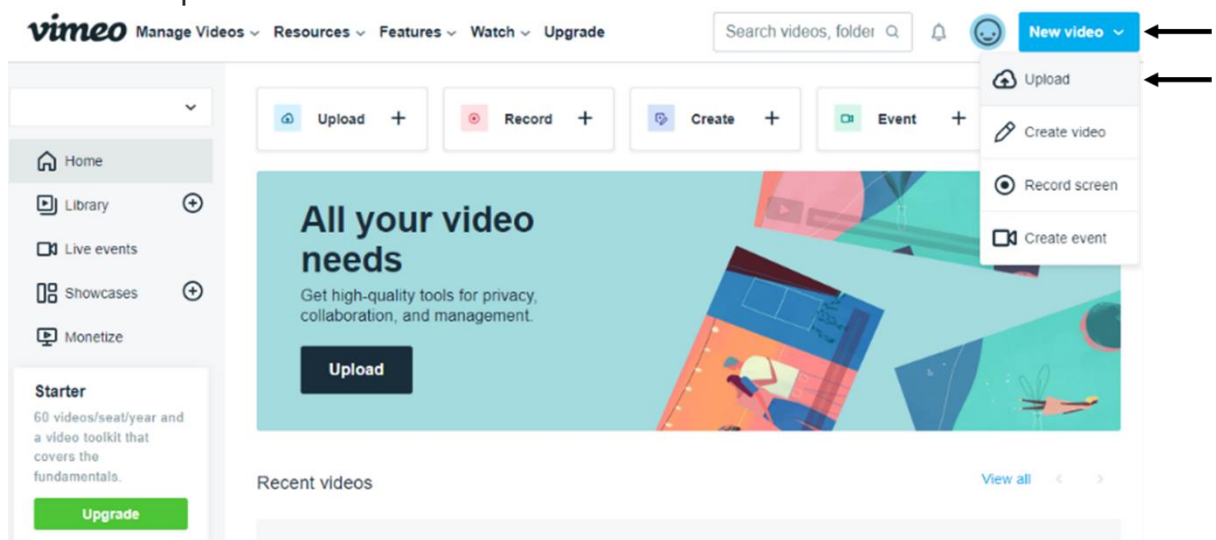
Windows: Camera App; Microsoft Photos (video editing feature)
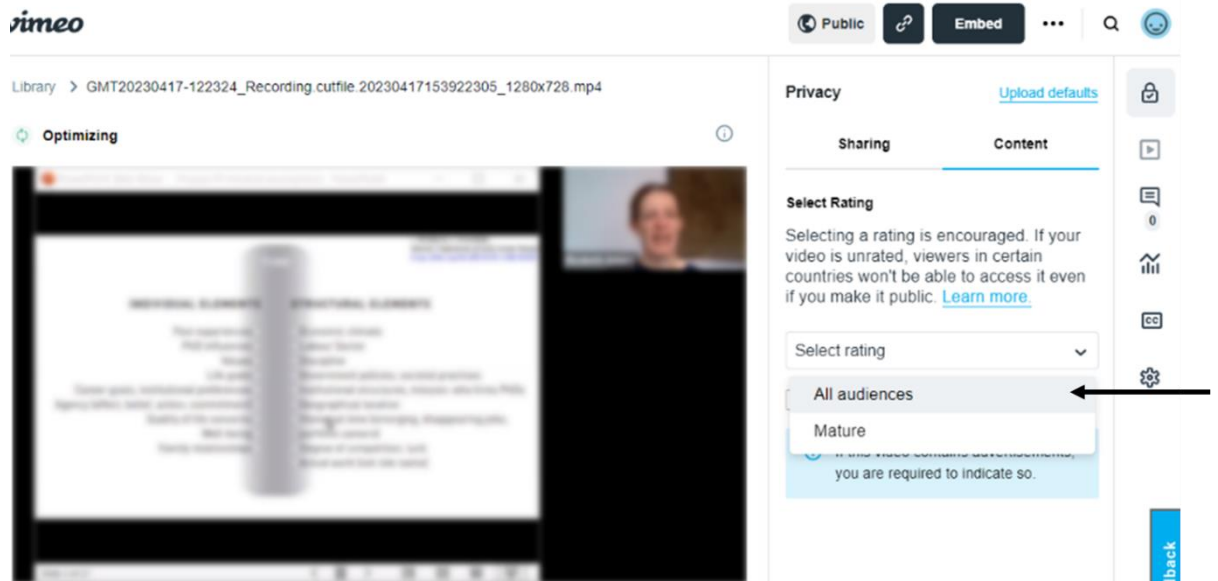
Macintosh: QuickTime; iMovie

Online program: Zoom (see University of Liverpool guides on how to log in, host and record a meeting via Zoom).
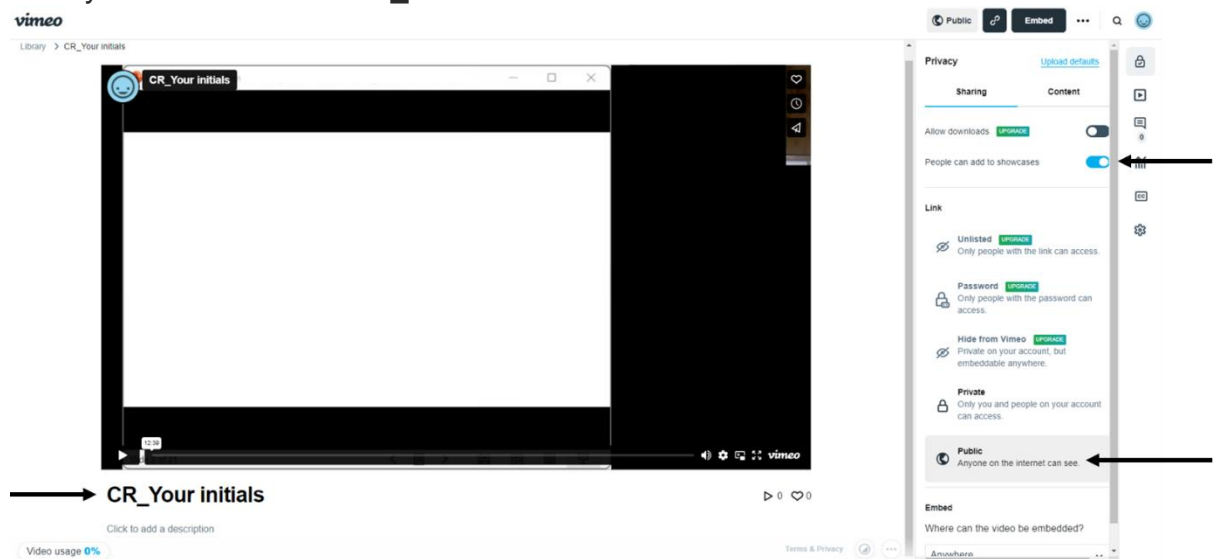
Uploading to Vimeo via computer

- Create your own personal free Vimeo account and log in at vimeo.com. Click **'log in'** on the left of the top toolbar
- Hover over the blue **'New Video'** button in the top right and select **'upload'** from the drop-down menu.
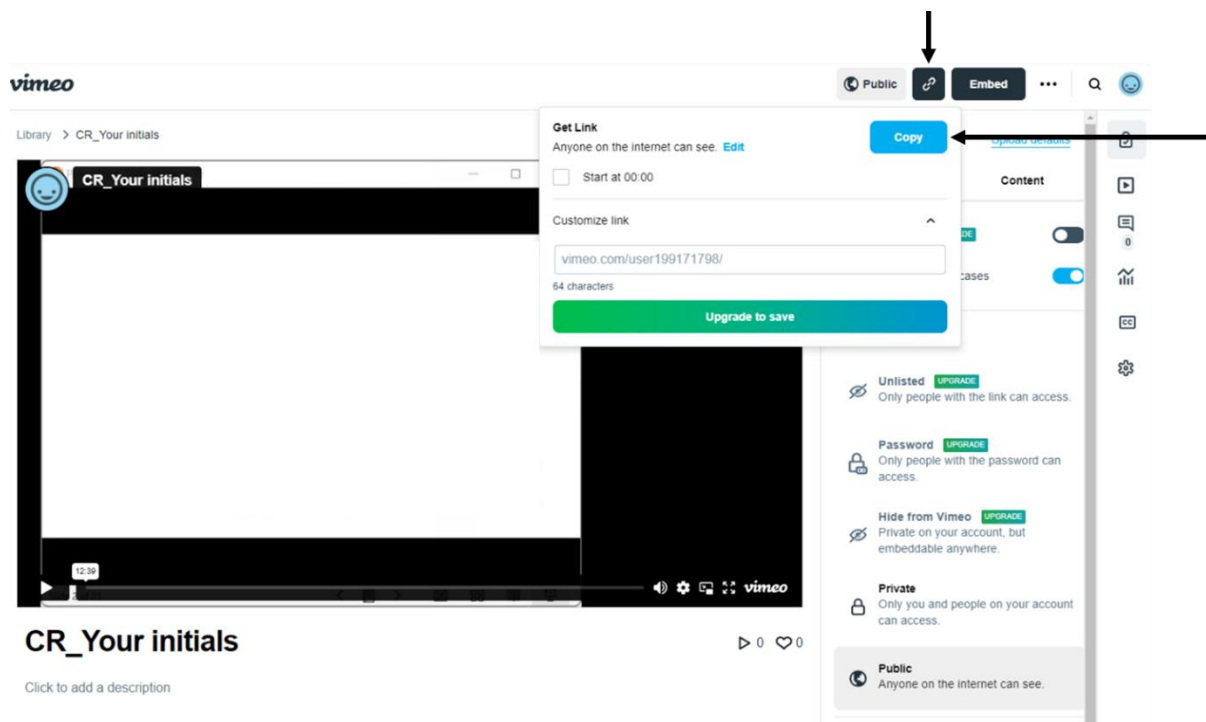

- Either drag and drop your file for upload or manually select your file by clicking **'or choose files'**. The upload should begin automatically.
- Ensure the Rating is set to **'All audiences'**.

- Ensure the privacy setting is set to **'Public - Anyone can see this video'**.
- Ensure the setting **'People can add to showcases'** is switched on.
- Give your video a title: **'CR_Your Initials'**.

- The Vimeo link to your video can be found in the top right corner by clicking the **chain link symbol**. This is the link you will submit as part of the nomination process and that the judging panel will view to assess your nomination.

Uploading to Vimeo via smart phone

- Download and install the Vimeo app.
- Create your own personal free Vimeo account and log in via the blue log in button. If you already have an account, click the blue log in button and enter your existing details.
- Click on the **'upload'** button in the bottom right-hand corner and select your video from the camera roll.
- Trim the length of your video or choose '**skip'**.
- Ensure the Rating is set to **'All audiences'**.
- Ensure the privacy setting is set to **'Public - Anyone can see this video'**.
- Ensure the setting **'People can add to showcases'** is switched on.
- Give your video a title: **'CR_Your initials'**
- The Vimeo link to your video can be found in the top right corner by clicking the **chain link symbol** . This is the link you will submit as part of the nomination process and that the judging panel will view to assess your nomination.

Privacy notice

Please note that if you are using a free Vimeo account you cannot upload your video as 'unlisted'. This means that anyone might find your video if they searched for it using the same or similar term as your video's title. Whilst we suggest using 'CR_Your initials' as your video's title, you can use a different title if you'd prefer. You

can also choose to submit a written nomination instead if you aren't comfortable with your video being findable.