Submission checklist for entrants

Please complete this list and submit it with your entry.

DECLARATION

☐ I have discussed my entry and potential implications for prior publication and intellectual property with my thesis supervisor

☐ This work is my own; where I have received advice or assistance this has been acknowledged

TECHNICAL

☐ My entry – excluding title and reference slides – displays for no more than 60 seconds

☐ My entry is in video (.mp4) format.

If submitting an entry in PowerPoint:

☐ The slides are set to advance automatically, and video and audio starts automatically

☐ My entry has no separate media files or links to online content, i.e. all media is embedded in the PowerPoint file

☐ My entry has been tested using **Microsoft PowerPoint for Microsoft 365** for Windows

☐ The format is 16:9 wide screen

☐ The file is in HD

☐ I have checked that my entry is rendered correctly

PROOFING

☐ The title slide and reference slide(s) are included and are updated with my details

☐ I have included a valid ORCID on the title slide

☐ My entry has been proof-read

ACCESSIBILITY

☐ My entry is accessible to and respectful of diverse audiences

☐ My entry includes captions, or a transcript, if voiceover or sound was used in a way that conveys substantive information**.**

☐ My entry has a content warning, if required

REFERENCING & PERMISSIONS

☐ My reference slide includes all resources (incl. usage permissions and licences) used to create my entry

☐ Citations include any media used or created, including images, audio and video files

☐ The use of media, including images, audio and video files, complies with the 2024 VYT copyright rules and has been used under licence or with the permission of the relevant copyright owner

☐ If any content was created in third-party applications, appropriate licences (i.e. permitted for commercial use) have been obtained and noted in the references

☐ Acknowledgements include people, or groups, who helped with my project or entry