



FAQs: video presentation for Projects

Indications of content, structure and format

[What is the maximum length of the video?](#)

As stipulated in Article 21.2 of the [Regulatory bases](#), “Accepted proposals must make a presentation of the project for a maximum duration of 15 minutes, which will support the public presentation or pitch provided for in article 22.4 of this order”.

The presentation may, therefore, last a maximum of 15 minutes. Less than 5 minutes is not advisable due to the volume of information to be defended.

[What content should my presentation include?](#)

We recommend that the presentation includes the points presented in article 21.2.b in the case of Projects of the [Regulatory bases](#) and which refer to the documents of the Technical Block presented in the proposal.

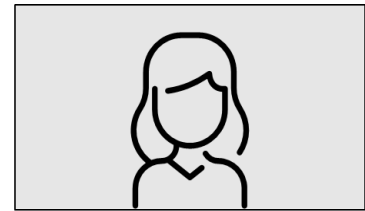
Given the complexity of the documentation to be presented, candidates may include graphic elements in their videos, as long as they are inserted in the video itself. It will not be possible to attach two different documents.

Recommendation: Candidates may record themselves on Zoom or other platforms that allow them to present and defend their project using graphic material (PowerPoint presentations, etc.).

In what format should I record the video?

The format of the video should be horizontal, here are some tips:

- 1** — Camera Shot: Normal in the middle plane (as in the picture) →
- 2** — You can use your mobile phone camera as long as you use the camera located in the back
- 3** — Background as smooth and clear as possible, the less distraction there is behind it, the better.
- 4** — Choose a spot with low noise and good lighting to record the video.
- 5** — Avoid sending the video through Whatsapp before uploading it to the platforms



Remember to leave your camera steady so that the image is sharp and does not swing.

How do I upload the video to the platform?

Videos must be uploaded to YouTube or Vimeo (each candidate's own private channel). The link provided by these platforms is the one you should attach to the corresponding field in your profile www.ports40.es



Steps for uploading the video _

[Are you one of the candidates whose proposal has been accepted?](#)

If your application has been considered successful you will receive a communication at the e-mail address provided in the application and an invitation to start the process foreseen in the Regulatory bases.

Likewise, if you already have your own registered profile on www.ports40.es, you will receive a communication from the www.ports40.es platform informing you that, from that moment on, you have 10 working days to complete your profile with the required information. Please check your spam folder.

[Once I have recorded the video, what should I do with it?](#)

If you have created an account on www.ports40.es you must enter in your profile and the data to be filled in will be requested.

If you are not registered on www.ports40.es, you must create an account. Once registered, you must fill in the required information, including that relating to the video presentation.

The videos must be uploaded as a YouTube or Vimeo link. We recommend that, once uploaded, you use the visibility option only through the link.

[How much time do I have to prepare the video and present it?](#)

The audiovisual presentation in video format must be submitted within **10 working days** from the day following receipt of this notification via the platform www.ports40.es as indicated in the subsequent sections of this document. The candidates will have a timer in their profile that will make it easier for them to know the days remaining.

After the ten working days, the option of uploading the video to the platform will be disabled.

[I have already uploaded the video following all the specifications, what are the next steps?](#)

The video presentation will be evaluated by the Instructor Committee as additional material to the initially submitted proposal.

After the presentation of the video, and as established in article 22.4 of the [Regulatory bases](#), *“Interested parties whose applications have been accepted shall make a public presentation (or pitch open to the public) of their Ideas and Projects in front of the Instructor Committee”*. This process will be carried out in the upcoming weeks and an email will be sent to the Admitted



candidatures notifying them the date and time in which they will be summoned to present their proposal in an event that will be made public deferred through the platform www.ports40.es.

The Public Pitch will be carried out by an online meeting. Along with the communication and invitation to attend the Public Pitch, a new FAQs document regarding this matter will be provided.

At any time during the process, if the Instructor Committee considers it necessary to provide further information or resolve a query, it will contact the candidate and may also request the convening of a virtual *one-to-one* meeting. Unless the volume of necessary clarifications was very high, the on-line meeting will be used for these purposes once the pitch is finished. This part will not be made public to preserve the confidentiality of questions and answers.

Next steps can be found in the following link to the [Regulatory bases](#).

Additional questions

[Will my video be available to the public?](#)

No, the video will be for private and exclusive use by the evaluation committee as indicated in the Regulatory bases. The Instructor Committee understands that the video contains relevant information that is of the property of the candidate at this point of the process, so this information is treated as private content and, therefore, security and confidentiality is guaranteed to the promoter of the Project.

The Public Pitch, on the other hand, will be publicly accessible and can be promoted through different channels. The content to be exhibited in the public space will therefore, be more limited and will not infringe the intellectual property of the proposal. Along with your attendance notification for your Public Pitch, you will be sent a new FAQ document that will answer all the questions.

[Is it essential to submit the video?](#)

Article 21.2 of the Order TMA/702/2020 approving the [Regulatory bases](#), establishes the commitment to make an audiovisual presentation of the Project presented to the Ports 4.0 Fund *“Accepted proposals must make a presentation of the project for a maximum duration of 15 minutes, which will support the public presentation or pitch provided for in article 22.4 of this order”*. Therefore, if you have submitted a proposal to Projects and it has passed the Admission stage, you must provide an audiovisual presentation in the terms set out in the Document.