

Uploading Videos to the TEDx YouTube Channel

This document is subject to change by the official TEDx Team. Always use the TEDx Team documents as the final point of reference.

Login:

(You will receive this from TEDx when you have contacted them after your event)

Password:

(You will receive this from TEDx when you have contacted them after your event)

Procedure (see below for details):

1. Upload your videos
 2. Title each video
 3. Describe the speaker
 4. Tag your videos
 5. Create a playlist
-

Do not upload your videos anywhere other than the [official TEDxYouTube channel](#). TEDx will put your videos onto the [TEDxTalks website](#) on the work-day after your videos have been uploaded to YouTube. As such, videos must be properly named and tagged as soon as you upload.

Opening and closing graphics: You must open each video with your officially licensed event logo. Closing reels are welcome, but not required. TEDx encourages you to create intro and closing reels that are unique to your event, providing that they follow all of the TEDx branding guidelines. You may never use the TED logo or the TEDx logo without your unique name or the “x=independently organized TED event” text. Your logo must be clearly separated from any other text or graphics used.

TEDx will take down videos that break these rules and require that they be fixed and re-uploaded. If you are unsure about your intro or closing reels, feel free to send them to your TEDx contact for approval.

Copyrighted content: Before you upload any video, you must confirm that all the images, music and video clips used in your speakers' presentations are cleared for re-distribution on YouTube. Securing rights to any copyrighted materials is entirely the responsibility of the TEDx organizer.

Sponsor logos in your videos: Sponsor logos may only be shown on one slide at the beginning and end of each video. This slide must:

- be 3 seconds long at maximum
- adhere to our official sponsorship slide template

There may only be a single slide in your video to feature all of your sponsor logos. Sponsor logos may not appear anywhere else in the video. If you have multiple sponsors you must feature all of your sponsor logos on the one slide. Never superimpose your event logo or a sponsor logo over the speaker's talk or slides and never feature rolling credits.

Slides related to sponsors must appear in the following sequence:

1. General event intro graphics (optional)
2. Your TEDx event's officially licensed logo (Required)
3. Sponsor slide (cannot exceed 3 seconds)
4. Talk (Required)
5. Same sponsor slide (cannot exceed 3 seconds)
6. Post-roll card (optional)

The pre- and post-roll sponsor logo slides you display in your videos should use the layout of [these templates](#) (versions for 4:3 and 16:9 provided). If you are unable to edit these image files, recreate the layout in your image/slide editor of choice.

If you are featuring multiple sponsor logos, send a still image of your slide to tedxpostevent@ted.com for approval. Sponsor logos must appear smaller than your TEDx event's logo.

Uploading procedure:

1. Upload your videos to the channel.
2. Title each video in this format (be sure to use your officially licensed event name, ie "TEDxAmsterdam" not "TEDx Amsterdam"): TEDxEVENT - Speaker Name - Title of Talk
3. In the description field describe the speaker and the talk and include the "About TEDx" standard text:

In the spirit of ideas worth spreading, TEDx is a program of local, self-organized events that bring people together to share a TED-like experience. At a TEDx event, TEDTalks video and live speakers combine to spark deep discussion and connection in a small group. These local, self-organized events are branded TEDx, where x = independently organized TED event. The TED Conference provides general guidance for the TEDx program, but individual TEDx events are self-organized.* (*Subject to certain rules and regulations)

4. Create a playlist for all your videos, and call it: TEDxEVENT - Date of Event MM/DD/YY.

5. Tag your videos - please see the below procedure

6. Keep everything on the default settings.

Tagging Procedure:

The day after you upload your videos, we will ingest your Talks into the TEDxTalks website, which will organize your content based on the tags you apply. As you upload talks from the event to the TEDxTalks YouTube channel, we want to ensure that you understand the tagging process. This is a necessary and important part of closing your event, and tagging your videos appropriately will ensure that the talks have a life beyond the event itself.

Please read these instructions thoroughly. If videos are NOT tagged or tagged incorrectly, they will be lost on the TEDxTalks site.

Video tagging

1. To make sure your tagged videos are organized and easily search-able, please Tag all videos with the correct:

Country
Language
Event Name (e.g. TEDxNYC)

2. Tag all videos with the following appropriate categories. DO NOT tag every category. Only ones that are relevant:

Technology	Design	Science	Education
Entertainment	Business	“Global Issues”	

and any relevant sub-categories:

Contact your TEDx contact if you have any questions.

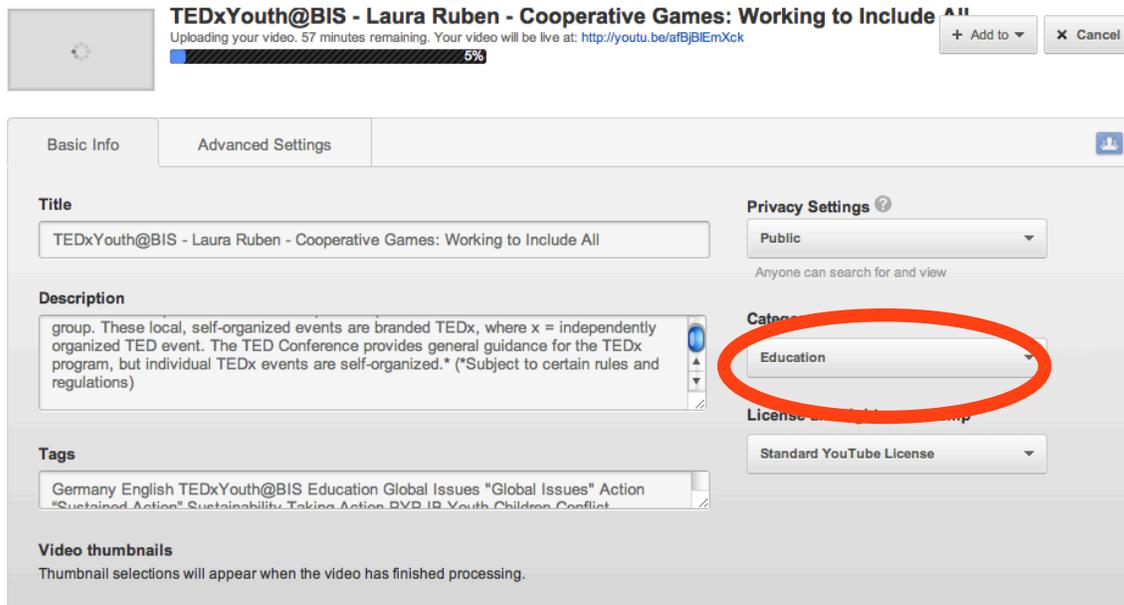
Here is an example from TEDxYouth@BIS event 2012.

<http://www.youtube.com/user/TEDxTalks> - 17 Files (21 GB)

{Document all your videos in one place so it is easy and fast to drop the information in whilst uploading to YouTube}

Log-in: XXXXX

Password: XXXXXX



The screenshot shows the YouTube upload interface. At the top, a progress bar indicates 5% completion. Below the progress bar, the video title is 'TEDxYouth@BIS - Laura Ruben - Cooperative Games: Working to Include All'. The 'Privacy Settings' are set to 'Public'. The 'Description' field contains text about local, self-organized events. The 'Tags' field contains a list of keywords. The 'Category' dropdown menu is highlighted with a red circle and set to 'Education'. The 'License' dropdown menu is set to 'Standard YouTube License'.

1) File to upload: 2012X-Ruben_L-Youth@BIS-PGM

Title: TEDxYouth@BIS - Laura Ruben - Cooperative Games: Working to Include All

Description: This year Laura began to become highly aware of how children behaved in the environment around her. She realized that the playground didn't give the rosy picture it should. Instead of a safe and inclusive environment, she saw people that were shouting at each other, taking revenge, and refusing to play by the rules! There were conflicts on the football field, on the basketball court, and throughout the playground. She wanted to make a change and so took **action**. Laura's TEDxYouth talk focuses on the action she took to address the real playground world and to solutions she has created to change it for the better.

About TEDx, x = independently organized event In the spirit of ideas worth spreading, TEDx is a program of local, self-organized events that bring people together to share a TED-like experience. At a TEDx event, TEDTalks video and live speakers combine to spark deep discussion and connection in a small group. These local, self-organized events are branded TEDx, where x = independently organized TED event. The TED Conference provides general guidance for the TEDx program, but individual TEDx events are self-organized.* (*Subject to certain rules and regulations)

Tags: Education Global Issues "Global Issues" Action "Sustained Action" Sustainability "Taking Action" PYP IB Youth Children Conflict Resolution Change Awareness Solution Cooperation "Cooperative games" Peace Bullying Play Education Rights Equality Community