



## IHF Member Stories: Celebrating the healthcare workforce

*Share your organization's good news stories about supporting, rewarding, retaining, and recruiting the human resources to deliver healthcare in your community.*

### Guidelines for video contributions

We look forward to showing your video at the [46<sup>th</sup> World Hospital Congress](#), taking place from 25 to 27 October in Lisbon, Portugal. Please take note of the following information.

#### Production process and important dates:

#	Activity	Schedule
1	<p>Prepare, record, and edit your 5-minute (max.) video.</p> <ul style="list-style-type: none"> <li>The video <b>should include</b> the information listed in the content guide below.</li> <li>We recommend that you combine different clips to better tell your story instead of having only one presenter speaking in front of the camera (e.g., parts of the video can show someone speaking, while the rest will show relevant clips, graphics, and photos with a voice-over narration).</li> </ul> <p>Here are a few sample videos from previous years' Member Stories that you can refer to:</p> <p><a href="#">IHF Member Stories: Insel Gruppe</a></p> <p><a href="#">IHF Member Stories: Sheikh Shakhbout Medical City Abu Dhabi</a></p> <p><a href="#">IHF Member Stories: Myongji Hospital</a></p>	July–August

	If at any time you need to consult with us, we're more than happy to have a call with you or your team. You can reach Karen Cabuyao, Events and Communications Officer, at <a href="mailto:karen.cabuyao@ihf-fih.org">karen.cabuyao@ihf-fih.org</a> .	
2	Submit the final video to the IHF Secretariat to <a href="mailto:karen.cabuyao@ihf-fih.org">karen.cabuyao@ihf-fih.org</a> . If the files are large, you can send them using <a href="#">WeTransfer</a> , <a href="#">Dropbox</a> , <a href="#">Google Drive</a> or <a href="#">SharePoint</a> .	<b>22 September</b>

### Content guide:

1. **Introduce your organization** (include your type of membership/affiliation with the IHF), your country, and the healthcare setting to provide the viewers with background context. You may choose representatives from your C-Suite leadership or a designated representative from your organization to do the video introduction.
- Provide **1–3 practical examples** of how your organization is celebrating the healthcare workforce and successfully supporting, rewarding, retaining, and recruiting staff members in your hospital(s). These examples, for instance, may focus on any of the following:
  - Recognizing staff contributions
  - Mental and physical wellbeing
  - Leadership development
  - Work environment
  - Caring for our caregivers
  - Empowering and engaging staff in decision-making
  - Active travel
  - Building resilience
  - Tackling sustainability
  - *Add your own*
2. Share any **key lessons** you learned by running these programmes.

## Technical guidelines when recording your videos

- **Video camera:** Use a camera with a video resolution of at least 1920 x 1080. Videos should be shot in landscape orientation.
- **Language:** Record either in English or your native language. If the video is in your native language, please include subtitles in English.
- **Audio:** Ensure that the narration is clear and crisp with minimal background noise. We suggest using a microphone when recording the parts where you will be speaking.
- **Lighting:** If you will show someone speaking to the camera, ensure that there is proper lighting and that their face is free from shadow.

## Permission

By submitting your videos, you likewise confirm and agree to the following:

1. You grant the IHF permission to use, reproduce, edit, transcribe, publish, and distribute your video in any way in the future with appropriate attribution to you. The IHF has the discretion to accept or reject any submitted video based on its alignment with the Congress programme.
2. You grant the IHF a non-exclusive, royalty-free, perpetual, worldwide licence to publish any copyrighted work you supply as part of your video.
3. You understand that the IHF may, at its sole discretion, produce publications based in whole or in part upon the video and that such media or transcripts may appear in print, online, or in any manner or media, including but not limited to promoting the video.
4. You authorize the IHF to use your name and details you provided in connection with the use and promotion of the video.
5. You agree that during the course of the video you will not violate any proprietary or personal rights of others (including any copyright, trademark, and privacy rights), statements given will be factually accurate and will not contain anything defamatory or otherwise unlawful.