Dear partners,

following up on the last progress meeting, we are sharing below the links to your dedicated section (**WP2 - POST PRODUCTION PHASE**) in the online repository (Google Drive):
https://drive.google.com/drive/folders/1gT6PsbtZSRGZ_9HNP4QVmGNBSn0rbpUG?usp=drive_link

Inside, you will find all the materials currently available to us, including your final version of the storytelling in both your national language and in English. You will also see three subfolders: **"Edit list"**, **"Multimedia materials"**, and **"Guidelines."**

1. **Edit List**
   https://docs.google.com/spreadsheets/d/1lZwycq7g39Awbhdcd51eT75Wg6j_rLZi/edit?usp=drive_link&ouid=110843584190352989834&rtpof=true&sd=true

To fill in the "Edit list" Excel file, you will need to view and download the video footage from the production phase in Viterbo, split into the single sequences of **"OLOS®"** and **"Interactive Online Installation"**:

ZGH:
https://docs.google.com/document/d/1qL8XOAw8O8noIHcn4cOR1V5VVls5w5A7kThEK5eyPc8/edit?usp=drive_link + Note: Example of the videos divided into sequences that will be sent to the other partners - SPAIN:
https://vimeo.com/user/77288347/folder/24757461 /
https://vimeo.com/user/77288347/folder/24757463

***Note: PASSWORD to access the single videos is* isense_2024**

The Excel file has two sheets: "**OLOS®**" and "**Interactive Online Installation**."
In the "Guidelines" section, you will also find ZGH's own filled-in version of the edit list as a reference example.

Key guidelines (from ZGH, WP2 Leader) include:

a. You may download the videos, as VIMEO does not support frame-by-frame viewing (only second-by-second).
b. Videos should be viewed using a video editing software like **Camtasia** (used by ZGH) or **VLC player** (freely available and previously recommended).
c. To reduce data load and storage needs, you can lower the resolution directly on Vimeo.
d. Set your video software to **50 fps**, in line with BCT standard settings.
e. Whatever software you use must allow frame-by-frame viewing to identify accurate time codes.
f. Subtitles should be one-line to avoid overlapping with signing (**45 characters incl. spaces and max. 2 lines**).

g. Text should be segmented meaningfully and appropriately for signing and reading (roughly one sentence).
h. Matching subtitles with signed content requires proficiency in **sign language**, **national language** and **English**.
i. Subtitles should closely follow the signed content; any adaptation, addition, or reduction must appear in **both** language versions.
j. Signing and subtitles should start **synchronously**.
k. Long pauses in signing may be linked to the previous sentence or left without subtitles.
l. If no starting time is specified, it is assumed to be the same as the **end time of the previous section**.

2. **Multimedia Materials**

https://drive.google.com/drive/folders/1SnOhrZB27doVOMJ_3ohzAtb7fEcATN2I?usp=drive_link

There are four folders corresponding to the four sections of the storytelling. Each contains subfolders named after the sequence titles (in English). You will find two subfolders in each:

a. "**Links for the QR CODES"**:

This contains a file with the English text of the sequence. Highlighted are the points where QR codes appear.
For each QR code, please enter:

- The **QR code title**, as it will appear in the user interface (in both national and English language);
- The **link** to be used for generating the QR code.

Note: We understand these links were already included in your original storytelling; however, this step is needed to confirm they are final and up to date.

b. **"Photos/Videos"**:

This includes a file with the English text, highlighting where images or videos should appear.
Below the text, please add a **summary** of uploaded multimedia materials.
Upload relevant photos/videos in the respective folder, ensuring the file names correspond to the titles listed in the legend.
Note: If you're using general maps for specific portions of the storytelling, please specify clearly. For example: upload "Map of the University" and also include versions like "Photo – map of the University with central building indicated", "Photo – map of the University with smaller lecture halls indicated", etc., to avoid confusion (https://docs.google.com/document/d/1Tq8LxL7HhX1EX6bqiwlPTEsdn97utMeOtODbOKPs96g/edit?usp=drive_link).

3. **Guidelines**
https://drive.google.com/drive/folders/16Jo_lY6VnVF754lYNGF9HAWrwX24qxgB?usp=drive_link

In this folder you will find:

- The complete list of instructions included in this email;
- ZGH's own filled-in **Edit list**, provided as a reference.

🔴 **Please note: the final deadline for all partners to deliver the requested materials is May 20th (strict deadline).**

Please let us know if everything is clear or if you need any clarifications. Once approved, we'll proceed accordingly.

As during the production phase, we remain fully available to support you – including the possibility to organize 1-on-1 meetings should you need specific clarifications or further information.

🔴 **To avoid any delays, please submit any requests for clarification or schedule 1-on-1 meetings by April 10th.**

Thank you very much for your cooperation.

Best regards,

Alessia Melis
Blue Cinema TV S.r.l.

Dear German partners,

following up on the last progress meeting, we are sharing below the links to your dedicated section (**WP2 - POST PRODUCTION PHASE**) in the online repository (Google Drive):
https://drive.google.com/drive/folders/1aH3RyhXnvOs8ONz8562z_DAMAcBENO9w?usp=sharing

Inside, you will find all the materials currently available to us, including your final version of the storytelling in both your national language and in English. You will also see three subfolders: **"Edit list"**, **"Multimedia materials"**, and **"Guidelines."**

1. **Edit List**
   https://drive.google.com/drive/folders/1vT5CgZo6f6MZFoZHqr2fwFVm6ZjUYvNv?usp=sharing

To fill in the "Edit list" Excel file, you will need to view and download the video footage from the production phase in Viterbo, split into the single sequences of **"OLOS®"** and **"Interactive Online Installation"**:

- **OLOS®:** https://vimeo.com/user/77288347/folder/24757422
- **INTERACTIVE ONLINE INSTALLATION:** https://vimeo.com/user/77288347/folder/24757438
-

***Note: PASSWORD to access the single videos is* isense_2024**

The Excel file has two sheets: "**OLOS®**" and "**Interactive Online Installation**."
In the "Guidelines" section, you will also find ZGH's own filled-in version of the edit list as a reference example.

Key guidelines (from ZGH, WP2 Leader) include:

a. You may download the videos, as VIMEO does not support frame-by-frame viewing (only second-by-second).
b. Videos should be viewed using a video editing software like **Camtasia** (used by ZGH) or **VLC player** (freely available and previously recommended).
c. To reduce data load and storage needs, you can lower the resolution directly on Vimeo.
d. Set your video software to **50 fps**, in line with BCT standard settings.
e. Whatever software you use must allow frame-by-frame viewing to identify accurate time codes.
f. Subtitles should be one-line to avoid overlapping with signing (**45 characters incl. spaces and max. 2 lines**).
g. Text should be segmented meaningfully and appropriately for signing and reading (roughly one sentence).

h. Matching subtitles with signed content requires proficiency in **sign language**, **national language** and **English**.
i. Subtitles should closely follow the signed content; any adaptation, addition, or reduction must appear in **both** language versions.
j. Signing and subtitles should start **synchronously**.
k. Long pauses in signing may be linked to the previous sentence or left without subtitles.
l. If no starting time is specified, it is assumed to be the same as the **end time of the previous section**.

2. **Multimedia Materials**

https://drive.google.com/drive/folders/1-BpkxW1EmSknolyPsaupSwD2sf398DBR?usp=drive_link

There are four folders corresponding to the four sections of the storytelling. Each contains subfolders named after the sequence titles (in English). You will find two subfolders in each:

a. "**Links for the QR CODES"**:

This contains a file with the English text of the sequence. Highlighted are the points where QR codes appear.
For each QR code, please enter:

- The **QR code title**, as it will appear in the user interface (in both national and English language);
- The **link** to be used for generating the QR code.

Note: We understand these links were already included in your original storytelling; however, this step is needed to confirm they are final and up to date.

b. **"Photos/Videos"**:

This includes a file with the English text, highlighting where images or videos should appear.
Below the text, please add a **summary** of uploaded multimedia materials.
Upload relevant photos/videos in the respective folder, ensuring the file names correspond to the titles listed in the legend.
Note: If you're using general maps for specific portions of the storytelling, please specify clearly. For example: upload "Map of the University" and also include versions like "Photo – map of the University with central building indicated", "Photo – map of the University with smaller lecture halls indicated", etc., to avoid confusion (https://docs.google.com/document/d/1Tq8LxL7HhX1EX6bqiwlPTEsdn97utMeOtODbOKPs96g/edit?usp=drive_link).

3. **Guidelines**
https://drive.google.com/drive/folders/1xXwPc8o22IMQjeLCfAC_xvTkjoy8FHlZ?usp=drive_link

In this folder you will find:

- The complete list of instructions included in this email;
- ZGH's own filled-in **Edit list**, provided as a reference.

🔴 **Please note: the final deadline for all partners to deliver the requested materials is May 20th (strict deadline).**

Please let us know if everything is clear or if you need any clarifications. Once approved, we'll proceed accordingly.

As during the production phase, we remain fully available to support you – including the possibility to organize 1-on-1 meetings should you need specific clarifications or further information.

🔴 **To avoid any delays, please submit any requests for clarification or schedule 1-on-1 meetings by April 10th.**

Thank you very much for your cooperation.

Best regards,

Alessia Melis
Blue Cinema TV S.r.l.

E-mail: *a.melis@bluecinematv.com*

Dear Polish partners,

following up on the last progress meeting, we are sharing below the links to your dedicated section (**WP2 - POST PRODUCTION PHASE**) in the online repository (Google Drive):
https://drive.google.com/drive/folders/1r27cUsdeTuNHU0Ivjf-of8uHdb2DP0hv?usp=sharing

Inside, you will find all the materials currently available to us, including your final version of the storytelling in both your national language and in English. You will also see three subfolders: **"Edit list"**, **"Multimedia materials"**, and **"Guidelines."**

1. **Edit List**
   https://drive.google.com/drive/folders/1FtIAToJZQBeO1yB-uloPG5G7wXh3OOxr?usp=drive_link

To fill in the "Edit list" Excel file, you will need to view and download the video footage from the production phase in Viterbo, split into the single sequences of **"OLOS®"** and **"Interactive Online Installation"**:

- **OLOS®:** https://vimeo.com/user/77288347/folder/24757466
- **INTERACTIVE ONLINE INSTALLATION:** https://vimeo.com/user/77288347/folder/24757468

***Note: PASSWORD to access the single videos is* isense_2024**

The Excel file has two sheets: "**OLOS®**" and "**Interactive Online Installation**."
In the "Guidelines" section, you will also find ZGH's own filled-in version of the edit list as a reference example.

Key guidelines (from ZGH, WP2 Leader) include:

a. You may download the videos, as VIMEO does not support frame-by-frame viewing (only second-by-second).
b. Videos should be viewed using a video editing software like **Camtasia** (used by ZGH) or **VLC player** (freely available and previously recommended).
c. To reduce data load and storage needs, you can lower the resolution directly on Vimeo.
d. Set your video software to **50 fps**, in line with BCT standard settings.
e. Whatever software you use must allow frame-by-frame viewing to identify accurate time codes.
f. Subtitles should be one-line to avoid overlapping with signing (**45 characters incl. spaces and max. 2 lines**).
g. Text should be segmented meaningfully and appropriately for signing and reading (roughly one sentence).

h. Matching subtitles with signed content requires proficiency in **sign language**, **national language** and **English**.
i. Subtitles should closely follow the signed content; any adaptation, addition, or reduction must appear in **both** language versions.
j. Signing and subtitles should start **synchronously**.
k. Long pauses in signing may be linked to the previous sentence or left without subtitles.
l. If no starting time is specified, it is assumed to be the same as the **end time of the previous section**.

2. **Multimedia Materials**

https://drive.google.com/drive/folders/1-FmvsdO2uxai0hS85kehXqZlp-VdiGcQ?usp=drive_link

There are four folders corresponding to the four sections of the storytelling. Each contains subfolders named after the sequence titles (in English). You will find two subfolders in each:

a. "**Links for the QR CODES"**:

This contains a file with the English text of the sequence. Highlighted are the points where QR codes appear.
For each QR code, please enter:

- The **QR code title**, as it will appear in the user interface (in both national and English language);
- The **link** to be used for generating the QR code.

Note: We understand these links were already included in your original storytelling; however, this step is needed to confirm they are final and up to date.

b. **"Photos/Videos"**:

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Below the text, please add a **summary** of uploaded multimedia materials.
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3. **Guidelines**
https://drive.google.com/drive/folders/1rB_1C0g9exVct2QY9IcwwM64rR3nfTJ6?usp=drive_link

In this folder you will find:

- The complete list of instructions included in this email;
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🔴 **To avoid any delays, please submit any requests for clarification or schedule 1-on-1 meetings by April 10th.**

Thank you very much for your cooperation.

Best regards,

Alessia Melis
Blue Cinema TV S.r.l.

E-mail: *a.melis@bluecinematv.com*

Dear Spanish partners,

following up on the last progress meeting, we are sharing below the links to your dedicated section (**WP2 - POST PRODUCTION PHASE**) in the online repository (Google Drive):
https://drive.google.com/drive/folders/1_c8lH1LjQ7ZZoEA3VVrmsxdYD2TKxq9P?usp=sharing

Inside, you will find all the materials currently available to us, including your final version of the storytelling in both your national language and in English. You will also see three subfolders: **"Edit list"**, **"Multimedia materials"**, and **"Guidelines."**

1. **Edit List**
   https://docs.google.com/spreadsheets/d/1lZwycq7g39Awbhdcd51eT75Wg6j_rLZi/edit?usp=drive_link&ouid=110843584190352989834&rtpof=true&sd=true

To fill in the "Edit list" Excel file, you will need to view and download the video footage from the production phase in Viterbo, split into the single sequences of **"OLOS®"** and **"Interactive Online Installation"**:

- **OLOS®:** https://vimeo.com/user/77288347/folder/24757461
- **INTERACTIVE ONLINE INSTALLATION:** https://vimeo.com/user/77288347/folder/24757463

Note: PASSWORD to access the single videos is** **isense_2024

The Excel file has two sheets: "**OLOS®**" and "**Interactive Online Installation**."
In the "Guidelines" section, you will also find ZGH's own filled-in version of the edit list as a reference example.

Key guidelines (from ZGH, WP2 Leader) include:

a. You may download the videos, as VIMEO does not support frame-by-frame viewing (only second-by-second).
b. Videos should be viewed using a video editing software like **Camtasia** (used by ZGH) or **VLC player** (freely available and previously recommended).
c. To reduce data load and storage needs, you can lower the resolution directly on Vimeo.
d. Set your video software to **50 fps**, in line with BCT standard settings.
e. Whatever software you use must allow frame-by-frame viewing to identify accurate time codes.
f. Subtitles should be one-line to avoid overlapping with signing (**45 characters incl. spaces and max. 2 lines**).
g. Text should be segmented meaningfully and appropriately for signing and reading (roughly one sentence).

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k. Long pauses in signing may be linked to the previous sentence or left without subtitles.
l. If no starting time is specified, it is assumed to be the same as the **end time of the previous section**.

2. **Multimedia Materials**

https://drive.google.com/drive/folders/1m7gkCnRXiJjLfOcrp0sJesyggyxrmLOR?usp=sharing

There are four folders corresponding to the four sections of the storytelling. Each contains subfolders named after the sequence titles (in English). You will find two subfolders in each:

a. "**Links for the QR CODES"**:

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- The **QR code title**, as it will appear in the user interface (in both national and English language);
- The **link** to be used for generating the QR code.

Note: We understand these links were already included in your original storytelling; however, this step is needed to confirm they are final and up to date.

b. **"Photos/Videos"**:

This includes a file with the English text, highlighting where images or videos should appear.
Below the text, please add a **summary** of uploaded multimedia materials.
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Note: If you're using general maps for specific portions of the storytelling, please specify clearly. For example: upload "Map of the University" and also include versions like "Photo – map of the University with central building indicated", "Photo – map of the University with smaller lecture halls indicated", etc., to avoid confusion (https://docs.google.com/document/d/1Tq8LxL7HhX1EX6bqiwlPTEsdn97utMeOtODbOKPs96g/edit?usp=drive_link).

3. **Guidelines**
https://drive.google.com/drive/folders/1jei_D15dp6o2KlZAz2JjKKrQD5TxWa1Y?usp=sharing

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Thank you very much for your cooperation.

Best regards,

Alessia Melis
Blue Cinema TV S.r.l.

E-mail: a.melis@bluecinematv.com

Cari partner,

a seguito dell'ultimo progress meeting, condividiamo qui di seguito i link alla vostra sezione dedicata (**WP2 - FASE DI POST-PRODUZIONE**) all'interno dell'archivio online (Google Drive):

https://drive.google.com/drive/folders/17QYT8dMDD-5d6An9Ig0GMEHtalQI_9xd?usp=sharing

Al suo interno troverete tutto il materiale attualmente disponibile, inclusa la versione finale del vostro storytelling in italiano (N.B.: MANCA LA VERSIONE INGLESE). Troverete anche tre sottocartelle: "**Edit list**", "**Multimedia materials**" e "**Linee guida**"

1. **Edit List**
   https://drive.google.com/drive/folders/1NvvMrcjc8NeNgC7BOvweNhypaTiUiqFv?usp=drive_link

Per compilare il file Excel "Edit list", dovrete visualizzare e scaricare i video girati durante la fase di produzione a Viterbo, suddivisi nelle singole sequenze di "**OLOS®**" e "**Installazione Online Interattiva**":

- **OLOS®:** https://vimeo.com/user/77288347/folder/24757457
- **INSTALLAZIONE INTERATTIVA ONLINE:** https://vimeo.com/user/77288347/folder/24757459

N.B.: la PASSWORD per accedere ai singoli video è isense_2024

Il file Excel contiene due fogli: uno per "**OLOS®**" e uno per "**Installazione Interattiva Online**".
Nella sezione "Linee Guida" troverete anche l'esempio del file "Edit list" compilato da ZGH come riferimento.

Linee guida (da ZGH, Leader del WP2):

a. Potete scaricare i video, poiché Vimeo non consente la visualizzazione fotogramma per fotogramma (solo secondo per secondo).
b. Utilizzate un software di montaggio video come **Camtasia** (utilizzato da ZGH) o **VLC Player** (gratuito e già raccomandato).
c. Per ridurre il carico dati e di memoria, potete abbassare la risoluzione direttamente da Vimeo.
d. Impostate il software video a 50 fps, in linea con gli standard BCT.
e. Qualunque software usiate deve permettere la visualizzazione fotogramma per fotogramma per identificare i codici temporali esatti.

f. **I sottotitoli devono essere su una sola riga (massimo 45 caratteri incluse le spaziature, e 2 righe al massimo).**
g. Il testo va segmentato in modo chiaro e coerente con la lingua dei segni e la lettura (indicativamente una frase per riga).
h. Il corretto abbinamento tra sottotitoli e contenuto segnato richiede **competenza in lingua dei segni, lingua nazionale e inglese**.
i. I sottotitoli devono seguire da vicino il contenuto segnato; qualsiasi adattamento, aggiunta o riduzione deve comparire in entrambe le lingue.
j. I sottotitoli e la lingua dei segni devono iniziare contemporaneamente.
k. Le pause lunghe nella lingua dei segni possono essere legate alla frase precedente o restare senza sottotitoli.
l. Se non è indicato un orario di inizio, si assume coincida con l'orario di fine della sezione precedente.

2. **Multimedia Materials**

https://drive.google.com/drive/folders/1fyFB9MH7pO8oge-pFjb9bnoxoNx6lL0H?usp=drive_link

Troverete quattro cartelle, corrispondenti alle quattro sezioni dello storytelling. All'interno di ciascuna, ci sono sottocartelle con i titoli delle sequenze (in inglese). Ognuna contiene due sottocartelle:

a. "**Links for the QR CODES"**:

Contiene un file con il testo in inglese della sequenza. I punti in cui devono apparire i QR code sono evidenziati.
Per ogni QR code, inserite:

- Il **titolo del QR code**, come apparirà nell'interfaccia utente (in lingua nazionale e inglese);
- Il **link** da utilizzare per generare il QR code..

N.B.: Anche se i link siano già stati inclusi nella vostra versione dello storytelling, reinserirli in questa fase serve a confermare che siano definitivi e aggiornati.

b. **"Photos/Videos"**:

Contiene un file con il testo inglese, con indicazione dei punti in cui devono comparire immagini o video.
Sotto al testo, aggiungete un **riepilogo dei materiali multimediali caricati**.
Caricate le foto o i video pertinenti nella cartella corrispondente, assicurandovi che i nomi dei file corrispondano ai titoli elencati nella legenda.
N.B.: se usate mappe generiche per porzioni specifiche dello storytelling, indicatele chiaramente. Es: caricate "Mappa dell'Università" e anche versioni come "Foto – mappa con l'edificio centrale indicato", "Foto – mappa con le aule più piccole", ecc., per evitare confusione.

(https://docs.google.com/document/d/1Tq8LxL7HhX1EX6bqiwlPTEsdn97utMeOtODbOKPs96g/edit?usp=drive_link).

3. **Linee Guida**
https://drive.google.com/drive/folders/1E4iX7nMrnYoOHyveOWXhVOYRfY0Z8wkg?usp=drive_link

In questa cartella troverete:

- L'elenco completo delle istruzioni fornite in questa email;
- Il file "Edit list" compilato da ZGH come riferimento.

🔴 **Scadenza finale per la consegna di tutto il materiale richiesto: 20 maggio (scadenza tassativa).**

Per qualsiasi dubbio o chiarimento, non esitate a contattarci.

Una volta ricevuta la conferma, procederemo con le fasi successive.

Come nella fase di produzione, restiamo pienamente disponibili a supportarvi, anche organizzando incontri individuali se necessario.

🔴 **Per evitare ritardi, eventuali richieste di chiarimento o prenotazioni per incontri individuali vanno inviate entro il 10 aprile.**

Grazie mille per la collaborazione.

Cordiali saluti,

Alessia Melis
Blue Cinema TV S.r.l.

E-mail: a.melis@bluecinematv.com