



We are excited to see the photos, videos, and other visual assets you and your team created during your grant project! Impact Media collects Explorers' photos and videos and shares them with our media partners for their consideration. They may be used on one of our various platforms (websites, social media accounts, educational materials and possibly even in a television broadcast)

Please review the following technical and legal guidelines before submitting your work.

Email impactmedia@ngs.org with any questions.

Guidelines for Submitting Photos and Other Visual Assets

Photo Specifications:

- Send no fewer than 20 images in highest resolution you have
- Send us what you consider to be your best photos
- Image files should be no smaller than 2 MB
- We accept the following photo file types: RAW, JPG, and TIFF

Types of Photos to Include:

- A close-up of you, in good light, in your element
- Fieldwork (your site, you and/or team members working in the field)
- Photos of what you studied and any discoveries you made
- Daily life in the field
- Your gear or the technology you used in the field
- Shots of you and your team working with the local team
- Scenic shots
- Any challenges you faced

Photographer Releases, Credits, and Captions:

- Complete a Grantee Photo Submission Form spreadsheet to send along with your images.
(* **Without a Photo Submission Form completed we CAN NOT use the images provided***)
- Make sure everyone who has taken photos during your NGS-funded field season has signed a team member agreement
- Captions should be interesting and give information beyond what is obvious in the photograph (describe the tools you are using, how you are collecting data, etc.)
- All people who appear in the photos should sign a personal release or have signed the team member agreement

Submitting Media to National Geographic:

- Log into the Grants Portal at: <https://www.nationalgeographic.org/grants/>
 - Once logged in submit your media under the requirements tab "Media Assets"
- Snail mail (hard drives, memory cards, etc.) or Camera Loan:

National Geographic Society

ATTN: (Point of contact) c/o Impact Media
1145 17th St. NW
Washington, DC 20036





Guidelines for Submitting Video

Video Specifications:

- All video footage captured by you and ALL who signed team member agreements
- We accept the following video file formats: .mov, .mp4, .mts, .mpg, .avi
- Please submit your highest resolution clips without compressing them
- Please do not submit video clips that are blurry, dark, overexposed, or otherwise unusable

Before You Send Us Your Media:

- Complete a Grantee Video Submission Form spreadsheet to send along with your clips.
- (* **Without a Video Submission Form completed we CAN NOT use the footage provided***)
- Make sure everyone who has filmed on your team has signed a team member agreement
- All people who appear on film should sign a personal release or have signed the team member agreement
- Please provide all relevant personal and location releases (The release are included in your grant agreement Exhibit B & Exhibit C. They can also be downloaded from the grantee portal)

Organizing Your Footage:

If you have a camera loan from NGS, keep the footage taken with that camera in a separate folder.

When submitting your footage, we suggest sorting clips that are most important to your research and findings into designated folders. For example:

- ☐ Establishing shots (your location/field site)
- ☐ Fieldwork (you and/or team members at work in the field)
- ☐ Scenery
- ☐ Exciting/funny moments
- ☐ Interviews (explanation of project/what's going on)

When organizing the footage, indicate who shot it by adding the videographer's name to either the folder or clip title.

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