



FEDERATION INTERNATIONALE DE L'ART PHOTOGRAPHIQUE

The International Federation of Photographic Art

DOCUMENT
2013/314 AV-E

CONDITIONS FOR APPLICATION AND REGULATIONS FOR ORGANIZATION OF INTERNATIONAL AUDIOVISUAL EVENTS

The present text supersedes DOCUMENT 2003 / 301-AV E and its ADDENDUM.

I. THE FIAP PATRONAGE

I.1 Definition

The FIAP Patronage is a confirmation awarded to an international audiovisual event under consideration based on the results obtained by a previously organized event.

I.2 General principle

The FIAP Patronage can only be awarded to events with a marked international character and accessible to participants from all over the world. Audiovisual events with purely commercial purposes, as well as audiovisual events with only a strongly restricted subject, are excluded from the benefits of the present regulations (see also II.4).

I.3 Other events

FIAP-Auspices can be granted to audiovisual events with an international character **involving at least three different countries** that do not fulfil the conditions for obtaining FIAP-Patronage, like commemorations, jubilees, exhibitions, etc. (please refer to the document "Auspices of FIAP").

I.4 Application

Applications for FIAP Patronage must be addressed by the organizer to the national association of the country where the event is to take place. The latter should forward the application to the FIAP Patronage Service and this must be accompanied by its advice on the application.

The application cannot be sent directly to FIAP by the organizer. A new application must be made for each edition of an event, using the form supplied by FIAP. The applications must be submitted at least five months before the closing date in order to allow the publication of the event in the FIAP lists and in the journals of the national federations.

In countries without ordinary FIAP membership, the application for patronage may be submitted by an individual member (**ILFIAP/IRFIAP**).

In order to avoid confusion when applying for FIAP distinctions, the Directory Board stresses that it is not possible to award FIAP Patronage only to a part of an event. An international audiovisual event either has the FIAP Patronage for all the sections or does not have it at all. If organizers find difficulties in this context at national level, they must look for a solution at national level, for example by organizing two parallel events or by giving special prizes for subjects of national or local interest, without making a special section with a limited subject, which cannot enjoy FIAP Patronage.

I.5 Justifications

Together with their application for patronage, the organizers must supply a draft of the complete text of the participation conditions, edited at least in French or English (see II.7). If this is not the case or if the regulation is not in accordance with the guidelines of FIAP, the patronage will be refused automatically. The same is true if, when receiving the application for patronage, the Patronage Service has not yet received the catalogue of the previous event and if the Excel file with the list of acceptances (see I.8e) has not yet been sent.

An international event organized for the first time, can only obtain FIAP Patronage if the same organizers have already organized at least one event of some importance, approved by the national association affiliated to FIAP. In that case, the organizer should also attach all useful references about previously organized events.

I.6 Decision of FIAP

The FIAP Patronage can only be by the president of FIAP, or, in his name, by the FIAP Patronage Service, if the advice received from the national association is favourable. Should this advice be missing without valid motivation, the FIAP can exceptionally renounce on it. FIAP Patronage is an honour and not a right. There is no appeal against decisions taken by the responsible FIAP officers.

In those cases where the patronage is withdrawn, it can only be awarded again upon the submission of a complete application file giving guarantees for the perfect organization of the future event.

I.7 Approval of Patronage

If an event obtains FIAP approval, a numbered "CERTIFICATE OF FIAP PATRONAGE" is delivered. The numbering code refers to the year and the event number (for example: 2004/001). The certificate must be shown at the exhibition or projection and a copy may be inserted in the catalogue.

Organizers of events having obtained FIAP Patronage must award FIAP medals and FIAP honourable mentions. They have the right to use the FIAP emblem on their invitations, folders, posters, catalogues, etc. The regulations must mention "under FIAP Patronage" and the given patronage number.

Organizers of international events, that have not officially received FIAP Patronage, do not have the right to reproduce the FIAP logo in the regulations of their event.

I.8 Obligations of the organizers

To be eligible for FIAP Patronage, the organizers must:

- a) follow the conditions stipulated in the FIAP regulations (see chapter II);
- b) buy at least three FIAP medals for each event (see chapter II.6);
- c) edit a catalogue or program with images of the audiovisuals and the summaries data from the FIAP fiche (see II.14);
- d) commit them to answer all letters they might receive concerning their event;
- e) send an Excel file (.xls or .xlsx) containing the names of the authors receiving acceptances, the names of their countries and the titles of the accepted works and prices, to the e-mail address : accept@fiap.net. This blank file, provided with the official approval documents of the patronage is transmitted by electronic mail to the manager of the event.

I.9 Responsibility of FIAP

The fact that FIAP awards its Patronage to an audiovisual event does not imply that it can be liable for any faults committed by the organizers towards participants and/or third parties.

II. REGULATIONS OF INTERNATIONAL AUDIOVISUAL EVENTS UNDER FIAP PATRONAGE

II.1 Definition

Only events open to audiovisual authors from all countries, amateurs and professionals alike, and respecting the regulations of FIAP can be qualified as "International Event under FIAP Patronage". Audiovisual circuits covering several events and/or organizers are authorized, on condition that the number of included events is limited to five (see chapter III).

Salons for young photographers open to participants of the whole world, can obtain FIAP Patronage provided that the two, or one of the two FIAP age categories are followed. (category I: up to 16 years **accomplished** and category II: from 16 to 21 years **accomplished**). If this is not the case, the salon can only obtain the FIAP Auspices (see I.3) that do not give acceptance points for FIAP distinctions..

II.2 Participation

In principle, the members and their relatives of the club organizing the event, cannot take part in the event. Only in those cases where the majority of the jury-members do not belong to the organizing club, can its members participate.

II.3 Works definition

Audiovisual sequences can be realized with several techniques, for instance mono-vision or multi-vision. For more information on this subject, see the document "Standardization of AV sequences 2011" by the FIAP Audiovisual Service.

The organisers are not obliged to accept all techniques. In this case they have always to clearly specify

within the conditions of entry the accepted techniques.

The sequence has to be totally based on photographic images; nevertheless video clips can be accepted within the sequence if relevant for the story and not prevailing over fixed images. Photographic images can shift or be zoomed on the screen.

II.4 Subject matter and categories

In principle the subject to be treated by the author is free. International events can have the following sections: Open, Experimental, Nature, Reportage, Scenario...

II.5 Number of categories

Every single international event may have a maximum of five categories.

II.6 FIAP medals and honourable mentions

There are three types of medals for events under FIAP Patronage: gold, silver and bronze. The organizers of an event with FIAP Patronage must buy at least three medals, in any combination. The organizers of circuits must buy at least 3 medals for each allocated patronage number.

The medals must be ordered by the national association from the FIAP treasurer. Two FIAP honourable mentions will be supplied free of charge for each ordered medal; they will be sent together with the medals. When ordering the medals, the Patronage number (see I.7) must be indicated.

The FIAP medals and FIAP "honourable mentions" awarded must be mentioned in the event regulations and in the catalogue.

The organizer must award each FIAP medal to one of the main prizes given by the judges.

The FIAP medals and honourable mentions must be awarded at the occasion of the event for which they have been obtained. They may only be awarded to works and/or authors participating in the competition. Not all the medals and honourable mentions must be awarded; the quality of the entries should be determinant. The engraving of the medals is mandatory and at the organizers expenses.

II.7 Event regulations and entry-form

The organizer will announce its event at least four months before the closing date by sending out his entry-forms and regulations. Together with the FIAP Patronage certificate, the FIAP Patronage Service provides an updated list of FIAP addresses (FIAP directorate, liaison officers of the national federations and associations members of FIAP, individual members, approved journals, etc.). The event must be announced to all these addresses. It is recommended to send several entry-forms to the national associations, which can then distribute them to their member clubs. The regulations must be edited at least in English or French. Other languages are at the choice of the organizer.

The event regulations must include the following information:

- A) The name of the event and the name and address of the person responsible for the event, or circuit.
- B) The FIAP emblem and the FIAP Patronage number(s) of the event or circuit.
- C) Names of the judges and a statement of the qualification of each.
- D) A calendar, mentioning:
 - a) closing date for the entries;
 - b) date(s) of the judging session(s);
 - c) mailing date of the report cards (notifications);
 - d) date(s) of public projections;
 - e) date on which catalogues and awards will be mailed.

In this context, FIAP strongly recommends to the organizers to define reasonable timescales in their calendar and to comply strictly with them.

- E) Entry-fee: The amount of the entry-fee and the way it has to be paid must be clearly mentioned in the event regulations. The amount shall be given in the national currency of the country where the event takes place, in convertible money (€, \$...) and if necessary in International Reply Coupons (IRC).

FIAP highly recommends to the organizers to show solidarity with participants living in countries with limited currency facilities.

- F) Mention of the fact that every participant will get a free copy of the catalogue.

G) For each category the maximum number of works to be entered by each author

H) The indication that each work must mention in legible type all informations required by AV FIAP Fiche:

The sequences projection during the international event sessions is allowed in the general interest of the event, as well as the reproduction of sequences and author's data in the catalogue or on CD-ROM. In this matter the rules about copyright have to be strictly followed.

II.8 Composition of the jury

For an international event a jury of at least 3 members must be formed. It is however recommended to have a jury of 5 members. The members of the jury must have proven to possess a good knowledge of photography and international audiovisual. The majority of the members of the jury may not belong to the organizing club, if the national conditions permit. The names and the titles of the members of the jury must be mentioned precisely in the regulations and in the catalogue.

It is recommended that one person acts no more than three times a year as member of a jury of international audiovisual events. The travel and accommodation expenses of the members of the jury are to be covered by the organizers.

The members of the jury are not allowed to participate in any section of the event. This applies in the same way for single events and for the different events of a circuit. No breach of this rule will be tolerated. The jury members may however be invited by the organizer to exhibit their audiovisual works on an ineligible base.

A pre-selection is tolerated if more than 60 works have been received: this pre-selection jury is composed with members chosen for their knowledge of international audiovisual contents and must include at least one member of main jury.

The majority of pre-selection Jury's and main Jury's members must be external of organizing team.

All works received have to be viewed entirely and with no exception by the main jury or the pre-selection jury. Solely the main jury is allowed to decide about FIAP acceptances and to award FIAP prizes.

Organizers task must be limited to removing works that do not conform to the Festival regulations, or that present technical problems, which inhibit or make fault free projection very difficult.

The jury can get assistance from translators who are not part of the jury. At least one person who really understands the language of the sequence should be present. All languages should be treated in the same way.

Each author has to supply a summary of his work. The organizer has to provide the necessary translations of the summaries for the jury's. These texts shall be given to the judges, or at least read to them before the projection.

II.9 Handling of audiovisuals works

The organizers will take good care of the works when handling them (the word handling taken in a very broad sense). It is not allowed to put any marks on the audiovisual works, other than those necessary for their identification.

II.10 Jury decisions

As far as the participants meet the participation conditions, all the works received by the organizer must be presented to the main jury or the pre-selection jury if applicable.

The organizers may in no way alter the decisions of the jury. Nevertheless they can inform the jury in advance about directions of organiser's communication policy. They must show all the audiovisuals accepted by the jury. In the case of excessive duration of the projections, the jury chooses amongst the accepted works the audiovisuals to be projected. After the closing of the judging, no works can be added to the exhibition or slide show. The jury awards medals, honourable mentions, etc. in complete autonomy and does not have to justify its decisions.

II.11 Number of prizes - Number of accepted entries

The main jury may award a number of FIAP acceptances based on the average quality of the works. There is no limit to the minimum or maximum number of works accepted.

Each work accepted by the main jury will receive a diploma. Each awarded work can only get one single honorary prize. The allocation of several prizes to a same author must remain within reasonable limits.

II.12 Notification cards - Scoring method

In order to stimulate the diversification of techniques and so far as the audiovisual event is not limited as to subject and technique, the Directory Board appeals to the members of the jury not to give too great an importance to the technique used, but to treat the classical and the modern processes as equal in that way assuring great diversification in prizes awarded.

After the judging, every participant must be individually informed about his results either by normal or electronic mail. The notification card must be established in one of the official FIAP languages. Although the scoring method is at the discretion of the organizer, the notification card must clearly indicate the result of the voting on each work in each section of the contest. When a point (numeral) scoring system is used, the notification card must state the score given to each work, the minimum and the maximum scores possible, as well as the acceptance score.

If another method of selection is used, the organizer must fill out the notification card as follows:

A= accepted

R= rejected

P= prize

II.13 Judging conditions

During the judging of the works, the lighting and presentation of the prints, as well as the projection of the digital images, must allow the judges to carry out their function under the best possible conditions. It is furthermore essential that the jury will be given sufficient time for judgment.

The presentation of the projected images has to be made by multimedia projector on a screen which sizes from 1m to 2,50 m diagonal length depending on the dimensions of the location where the projection is taking place. If multimedia projection is not possible, each judge should have at his disposal an individual screen (monitor) of at least 15 inch; a group of judges should have at its disposal a screen of at least 42 inch.

Any preliminary selection as well as virtual judgement is strictly forbidden. The judging session of each section of a salon has to take place in the same room so that the judges perform their work together (see also II.7 G).

In any of the above mentioned cases, it is assumed that all material used in the judging process, is calibrated in a qualified way.

II.14 Catalogue or programme

A programme (or catalogue) must be produced and, as long as the entry conditions have been respected, each participant must receive a free copy of the catalogue, whether or not his works are accepted.

If the judgement takes place only during the festival, a program will be edited (available from the beginning of the event) and will be completed as soon as possible by a prize list that will be added to the program to constitute the catalogue. The prize list will mention very clearly the list of works with FIAP acceptances. If the prize list is not available during the prize giving, it will have to be sent to all authors as soon as possible.

The catalogue can be published in addition on the Festival web site.

A printed copy of the programme and catalogue has to be sent to the FIAP Patronage and Statistics Service, to the FIAP President, to the FIAP General Secretary and to the FIAP Audiovisual Service.

The organizers of an international event under FIAP Patronage are authorized to replace the printed catalogue by a CD-ROM or a downloadable file according with author's choice on application form. This CD-ROM or downloadable file must contain all the information hereafter requested of the awarded works of the event as well as the FIAP logo and the patronage number. To protect author's rights, it is strictly forbidden to send any audiovisual work with the catalogue.

FIAP Patronage granted to an event must be considered as a guarantee of quality. It is strongly recommended that all data of FIAP rewarded audiovisuals will be published. The edition of a catalogue including several single audiovisuals events is not allowed..

The catalogue, the CD-ROM or the downloadable file will contain:

- 1) **a publicity for FIAP, which the FIAP Patronage Service will provide in the form of an insert, in which the patronage number is already included; this insert cannot be altered and must be printed in a prominent place;**
- 2) a list of the works and authors which have obtained prizes;

- 3) an alphabetical list classified by countries and authors with the titles of the accepted works; it is recommended to mention only internationally accepted honorific titles after the names of the authors; the alphabetical list must be part of the catalogue and may not be edited in a separate way.
- 4) names, honorific titles and countries of the judges;
- 5) a statistical table, mentioning separately per category and per country:
 - a) the number of participating authors;
 - b) the number of received works;
 - c) the number of accepted authors;
 - d) the number of accepted works.

Should organizers of digital events with FIAP Patronage produce a CD-ROM or a downloadable file of their event, they must ensure that the medium used is virus free through an up-to-date anti-virus program. Anyone producing a file and ignoring these precautions exposes himself to prosecution from the injured authors or users who suffer damages through any viruses.

II.15 FIAP Patronage Service

After the closing of the event, the event organizers must send one copy of the catalogue to the FIAP Patronage Service, otherwise the next patronage will not be granted.

The responsible persons on the national level shall survey the correct organization of the events under FIAP Patronage organized in their country and inform the Patronage Service about any breach of the present regulations they become aware of.

II.16 FIAP event catalogue stars

The FIAP Patronage Service will award from one to five stars to the catalogues, according to their overall quality. The stars granted to the last available catalogue will be published in the lists of events with FIAP Patronage. They will also be mentioned in the letter that accompanies the approval of FIAP for the next event.

II.17 Organization – audiovisuals projection

The organization of an exhibition or of a public showing of audiovisuals must be well taken care of.

- a) a suitable auditorium with enough seating space;
- b) good darkening of the projection hall and good visibility of the screen;
- c) a projection screen of good quality and no smaller than 1,8 x 1,8 m (6 ft x 6 ft);
- d) mention (orally or by projection) of the name and of the country of the authors;
- e) a quality projector : recommended HD 1920 pixels;
- f) a projection menu previously defined according event program

The organisers must organise at least a projection session for the jury and a public projection with award winning audiovisuals.

II.18 Closing of the event

Provided the entry fee has been paid, all the works, whether they were projected or not, must be destroyed in conformity with the organizer's regulations. It is forbidden to the organizers to keep any copy of the works, unless clearly stated in the regulations that the organizer intends to keep the awarded works; in that particular case, the author must have given his written consent beforehand, by signing the entry-form.

Within 30 days after event closing, organiser must send the catalogue as defined at point II.14 with minutes of both jury meetings – pre-selection and final.

Organisers cannot distribute or make available by internet the audiovisual works received for the event without explicit author authorization.

II.19 FIAP Honours

In conformity with the actual documents concerning the FIAP Distinctions, the acceptances in events under FIAP Patronage are taken into account towards AV-AFIAP and AV-EFIAP distinctions.

III. AUDIOVISUAL CIRCUITS

For all kinds of circuits the maximum number of different events may not exceed five and not be less than three (see also art II.5).

Three kinds of circuits may be taken into consideration:

- * the International Multi Countries Circuit (judging and presentations in different countries);

- * the International Single Country Circuit (judging and presentations in only one country);
- * the International Circuit of projections (1 single judging followed by several presentations).

It should be underlined that each of the events organized under the same heading of "International Multi Countries Circuit" and "International Single Country Circuit" will get a different FIAP Patronage number, as there will be different judging sessions and exhibitions or projections. The production of one single catalogue for the whole circuit is allowed; the catalogue must mention all the acceptances and all the awards separately for each FIAP Patronage number. The catalogue must be available at the opening ceremony of the first event of the circuit.

The "International Circuit of exhibitions or slide shows" with one single judging will be given only one FIAP Patronage number.

IV. SPECIAL ARRANGEMENTS on INTERNATIONAL AUDIOVISUAL EVENTS WITH A NATURE SECTION

IV.1 Definition

International events with a nature section shall adopt and respect the FIAP definition of nature photography. **The definition has to be published in the event regulations.**

IV.2 Categories

Each international event can have a category Nature. The organizers may, if they wish , bring the works Nature into a single category called "Nature" .

IV.3 Jury

The judges must prove to have a good knowledge of nature and of international photography. At the beginning of the judging sessions, the members of the jury must be informed that all manipulation of photographs presented in a nature section is definitely prohibited.

V. INTERNATIONAL EVENTS CALLED "AUTHORS' EVENTS"

The "authors' event" can be defined as an international exhibition of photography for which a limited number of authors are personally and directly invited. These kinds of event do not fulfil the conditions for obtaining FIAP-Patronage, but they can be granted FIAP-Auspices. All details about obtaining Auspices are specified in the document about the "AUSPICES OF FIAP".

VI. FINAL CLAUSE

In cases where the application of the present regulations brings about difficulties, the organizers of the event may submit by writing to the Liaison Officer of the national federation or association member of FIAP which will transmit through the Director of the Patronage Service of FIAP to the President of FIAP. In a country where there is no national federation or association member of FIAP, the organizer may submit directly to the Director of the Patronage Service for transmission to the President of FIAP.

