



**Irish Academy IFTA Film & Drama Awards 2017**  
**RULES & GUIDELINES FOR SUBMISSIONS**

# **IFTA FILM & DRAMA AWARDS 2017**

**Deadline to Submit: Friday 3<sup>rd</sup> February 2017**

**Ceremony Date: Saturday 8<sup>th</sup> February**

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# INTRODUCTION

The IFTA Film & Drama Awards are presented by the Academy, and are a platform to honour and celebrate outstanding Irish creativity, talent and achievement; to encourage a high standard of arts and technique in work produced in both Film and Drama.

The Irish Film & Television Academy will host two Awards ceremonies in 2017; the IFTA Film & Drama Awards in April and the Gala IFTA Television Awards in October.

The **IFTA Film & Drama Awards** Ceremony will take place in the Round Room at the Mansion House in Dublin in **April**, and will celebrate and honour the very best in Film, Television Drama, Feature Documentary, Live Action Short and Animation. The **IFTA Television Awards** ceremony will take place in **October** in Dublin, and will celebrate and reward **the very best TV programmes and talent on the small screen.**

**This document covers the Film & Drama Awards only** - the Awards are open to all talented Irish people working in the film and television industries in Ireland and internationally on titles screened during the Awards year.

## AWARDS CATEGORIES

Lifetime Achievement Award

Feature Film

Director Film

Scriptwriter Film

Actor in a Lead Role in Film

Actor in a Supporting Role in Film

Actress in a Lead Role in Film

Actress in a Supporting Role in Film

International Film

International Actor

International Actress

George Morrison Feature Documentary

Short Film (Live Action)

Short Film (Animation)

Rising Star

Drama

Director Drama

Scriptwriter Drama

Actor in a Lead Role in Drama

Actor in a Supporting Role in Drama

Actress in a Lead Role in Drama

Actress in a Supporting Role in Drama

Cinematography

Costume Design

Editing

Original Score

Production Design

M.A.C. Make-Up & Hair

Sound

VFX

## ELIGIBILITY: FEATURE FILM, DRAMA & FEATURE DOCUMENTARY

### Who can enter a project?

Titles may be entered by its distributor, producer or broadcaster, or a representative thereof (the Entrant).

### Entry:

Entries for all categories with the exception of **LIFETIME ACHIEVEMENT AWARD, RISING STAR, INTERNATIONAL FILM/ACTOR/ACTRESS** must be submitted through the online Call for Entries process prior to the deadline of **Friday 3rd February**. This process is done through an online submissions page, and all relevant and required information must be submitted with the application, including an online (ie Vimeo) link to the submitted project. Please read guidelines regarding video links carefully before submitting.

Eligibility for Feature Film, Drama & Feature Documentary Titles to the IFTA Film & Drama Awards is subject to the general rules set out below, and special rules for the individual categories. Please read this section carefully to determine if your project is eligible for submission.

- 1) All references to Ireland mean the island of Ireland.
- 2) Entries for Acting, Craft, Technical, Director or Writing Categories are open to Irish persons (defined as: a, b or c below) working on Irish and/or international projects.
  - a. Born in Ireland (32 counties) *or*
  - b. Have Irish Citizenship *or*
  - c. Be full-time resident in Ireland (minimum of 3 years).
- 3) Entries for Best Feature Film, Best Drama, and George Morrison Feature Documentary categories must satisfy both criteria "a" and "b" below.
  - a. Projects whose principal photography took place fully or partially in Ireland  
*Or*  
Projects which are funded or part-funded through Irish Broadcaster(s), the Irish Film Board, Section 481, Northern Ireland Screen, BAI Sound & Vision, Arts Council, Arts Council of Northern Ireland, private Irish investment.  
*Or*  
Projects owned in the majority by an Irish registered company (32 counties)
  - b. Submissions must be first screened in Ireland or internationally theatrically/at a festival / broadcast within the Awards period between **1<sup>st</sup> January 2016 and March 31<sup>st</sup> 2017**, or if screened at a festival prior to that period, must be either televised or screened to a paying audience (i.e. theatrical releases, etc.) or released. For titles that will be screened for the first time between the submission deadline of 3rd February and the eligibility deadline of 31<sup>st</sup> March, please specify the festival/screening/broadcast date and include documentation confirming same.
- 4) Eligibility is contingent on receipt of Screening / Broadcast Dates to be included with the Entry Form.
- 5) Eligibility for all categories shall be determined by credits as they appear on screen. In the event of any dispute, the organisers reserve the right to declare any achievement ineligible, or to withhold any Awards until any dispute is resolved.
- 6) Irish language entries are eligible in ALL categories however Digital Links and 10 DVD copies submitted for competition must be supplied with English subtitles. *[NOTE the Irish Language category, which includes television programmes, dramas, films, shorts, will be presented at the IFTA Gala Television Awards in October 2017 - If you would like your submission to be put forward for the Irish language Category please indicate on the Entry Form. There is no extra submission fee required.]*
- 7) Eligible feature length submissions are defined as being over 40 minutes in length.
- 8) Entries previously submitted for consideration for IFTA are ineligible.
- 9) Only final cut entries are eligible.

## **FILM**

Imaginative, well-crafted films that show story-telling ability, visual flair, production value and directorial skill in a feature film.

A maximum of two Producers may be submitted once they are both the Lead Producers of which one of these can be a non-Irish Producer as per their contractual obligations.

## **DIRECTOR**

Eligibility is limited to the director of the film. Excellence in Feature Film/Feature Documentary Directing.

## **SCRIPT FOR FILM**

Eligibility is limited to the writer(s) of the original screenplay: 'story by' or similar credits are not eligible. Entries must demonstrate story-telling ability and developed characters and plot in a feature film.

## **ACTOR IN A LEAD ROLE IN FILM**

All individual performers in a Leading Role in a feature film are eligible for consideration in this category.

## **ACTRESS IN A LEAD ROLE IN FILM**

All individual performers in a Leading Role in a feature film are eligible for consideration in this category.

## **ACTOR IN A SUPPORTING ROLE IN FILM**

All individual performers in a Supporting Role in a feature film are eligible for consideration in this category. Does not include cameos; supporting roles must be integral to the plot of the film.

## **ACTRESS IN A SUPPORTING ROLE IN FILM**

All individual performers in a Supporting Role in a feature film are eligible for consideration in this category. Does not include cameos; supporting roles must be integral to the plot of the film.

## **INTERNATIONAL FILM, INTERNATIONAL ACTOR, INTERNATIONAL ACTRESS**

Entries for these three categories are made by Distributors, and represent the very best of international filmmaking and performances.

## **DRAMA**

Submissions should be imaginative, well-crafted dramas that show flair, strong characterisation, compelling storyline and directorial skill.

*If submitting multiple episodes for a drama series, please submit each one individually to ensure the person whose work is submitted is best demonstrated through the choice of digital video link submitted.*

Submissions accepted for **Single Drama**: a single self-contained drama of any length; **Drama Serial**: A drama where one main story is told across more than one episode and the story is resolved in the final episode.

## **DIRECTOR TELEVISION DRAMA**

Eligibility is limited to the director of the TV Drama. Excellence in directing a TV Drama.

## **WRITER TELEVISION DRAMA**

Entries must demonstrate story-telling ability and developed characters and plot in a TV Drama. Eligibility is limited to the writer(s) of the original screenplay: 'story by' or similar credits are not eligible.

## **ACTOR IN A LEAD ROLE IN TELEVISION DRAMA**

Dramas are eligible. All individual performers in a Leading Role are eligible for consideration in this category.

## **DRAMA cont'd**

### **ACTRESS IN A LEAD ROLE IN TELEVISION DRAMA**

Dramas are eligible. All individual performers in a Leading Role are eligible for consideration in this category.

### **ACTOR IN A SUPPORTING ROLE IN TELEVISION DRAMA**

Dramas are eligible. All individual performers in a Supporting Role are eligible for consideration in this category. Does not include cameos, supporting roles must be integral to the plot of the film.

### **ACTRESS IN A SUPPORTING ROLE IN TELEVISION DRAMA**

Dramas are eligible. All individual performers in a Supporting Role are eligible for consideration in this category. Does not include cameos, supporting roles must be integral to the plot of the film.

***[NOTE: The Continuing Drama/Soap category and Comedy category will be presented at the IFTA Gala Television Awards in October 2017]***

## **GEORGE MORRISON FEATURE DOCUMENTARY**

A film will be classed as a documentary if it is predominantly factual in content; this includes re-enactments, animation, archive footage and stills as well as documentary footage. A theatrically released nonfiction film dealing creatively with cultural, artistic, historical, social, scientific, economic or other subjects with the emphasis on fact and not on fiction. Dramatised factual subjects will not qualify as documentaries; To be eligible for this category, titles will not have been solely commissioned by a broadcaster and need to have been screened theatrically prior to being broadcast.

## **CINEMATOGRAPHY \***

Eligibility is limited to the Director of Photography. Entries must demonstrate a knowledge and skill of cinematography, suitability of style with subject matter and location, in a Feature Film, Feature Documentary, TV drama.

## **COSTUME DESIGN \***

Feature Film and Dramas are eligible. Eligibility is limited to the Costume Designer.

## **EDITING \***

Feature Films, Dramas and Feature Documentaries are eligible. Eligibility is limited to the Editor of the project (assistants are not eligible). Excellence in editing, combining technical skill, integration of appropriate formats (narrative, graphics, effects, etc), sound, style, and understanding of format in a Feature Film, Feature Documentary, TV drama.

## **MAKE-UP & HAIR \***

Feature Films and Dramas are eligible. Eligibility is limited to a maximum of two artists directly responsible for the principle make-up and hair design in the film. A minimum of one must be Irish.

## **PRODUCTION DESIGN \***

Feature Films and Drama are eligible. Eligibility is limited to the Production Designer.

## **SOUND \***

Excellence in all areas of Sound in a Feature Film, Feature Documentary, TV drama. A maximum of three names can be submitted and must include the following roles to represent the Sound Team:

1. Location Recordist
2. Supervising Sound Editor/Sound Designer
3. Sound Re-recording Mixer

A minimum of one of the three people submitted should be Irish.

### **ORIGINAL MUSIC\***

Entries must demonstrate suitability of an originally composed musical score to the plot/theme of a Feature Film, Feature Documentary, TV drama. A project will be automatically eligible if more than 75% of all of the music featured in it (score, source and any other music) is original composition created specifically for it; Films with more than 50% original music are eligible at the discretion of the Music Jury; Original songs created specifically for the film may contribute to the total amount of original composition. Eligibility is limited to the composer(s) of the original score, responsible for the overall conception, design and execution of the work as a whole; Where the composer created less than 50% of the original music, additional contributors may be considered. Entrants must specify the percentage of original music.

### **VFX \***

VFX submissions should be submitted individually and not as part of any other submission.

Consideration will be given to the contribution the digital VFX has made to the overall production and the artistry, skill and fidelity with which the visual illusions are achieved. Feature Films, Dramas and Feature Documentaries and Short Films are eligible.

Eligibility is limited to those individuals with primary creative responsibility for the special and visual effects achieved within the production; A maximum of **two** names may be submitted, a minimum of one to be Irish. The VFX/Post house will be credited where applicable.

The proposed candidates for nomination should be those responsible for the most significant and outstanding effects within the film, generally the visual effects supervisor, and/or animation supervisor. The film's producer(s) and senior visual effects supervisor(s) must be fully consulted in the process of selecting those who should be credited;

VFX producers, coordinators and executives are not normally eligible unless it can be shown that they are directly and creatively responsible for the effects achieved;

If the VFX team submitted was not responsible for the digital VFX of the entire show being submitted, a short statement should be submitted outlining the specific work done by the team.

### **SUBMISSION MATERIAL:**

- **A short reel only must be submitted for circulation to Jury and not a link to the entire show/film for Round One. Note – a link to the full show may disqualify the submission.** This reel should demonstrate how key scenes/effects included within exhibited prints of the film were achieved and it should be a fair reflection of the visual effects input into the production;
- The reel may last a maximum of five minutes; 'before and after' footage may be included, there should be no voiceover or talking heads, but factual captions may be used.
- The Synopsis for the submission should be a brief overview of the VFX work rather than a synopsis of the plot

### **Additional submission material – optional**

- A Short statement about the effects achieved within the production may be submitted for circulation to the Jury. This statement should explain how the key elements of the production were achieved and should be a fair reflection of the visual effects input into the production;
- The statement can include images (stills from the film only), and should be no longer than 1000 words. This statement may be submitted by email as a PDF to [submissions@ifta.ie](mailto:submissions@ifta.ie)

*\*\* These categories are across Feature Film, Feature Documentary & Television Drama as indicated*

*IFTA Reserves the right to make changes to criteria (see Terms & Conditions)*

## ELIGIBILITY FOR SHORT FILMS – LIVE ACTION & ANIMATED

Eligibility for Short Films – Live Action & Animated - to the Irish Film & Television Awards is subject to the general rules set out below, and special rules for the individual category. Please read this section carefully to determine if your project is eligible for submission.

Both categories are open to innovative and experimental short fiction and non-fiction films and animation of no more than 40 minutes in duration. Short live-action and animated films must have been screened or accepted onto the programme of at least one of IFTA's recognised festivals (see list on IFTA.ie website).

- 1) All references to Ireland mean the island of Ireland.
- 2) All Awards are open only to Irish persons (defined a, b or c below).
  - a. Born in Ireland (32 counties) *or*
  - b. Have Irish Citizenship *or*
  - c. Be full-time resident in Ireland (minimum of 3 years)
- 3) All eligible title entries must satisfy both criteria "a" and "b" below.
  - a. Projects whose production took place fully or partially in Ireland  
*Or*  
Projects which are funded or part-funded through Irish broadcaster(s), the Irish Film Board, NIS, S481, BAI Sound & Vision, Arts Council, Arts Council of Northern Ireland, private Irish investment.  
*Or*  
Projects owned in the majority by an Irish registered company (32 counties)
  - b. Submissions must be either screened as a support to a theatrically released film in Ireland  
*Or*  
Televised within the Awards eligibility period of January and March of the next year (15 months)  
*Or*  
Accepted into at least **one** of the festivals recognised by the Academy or televised within the Awards eligibility period of January 2017 and 31<sup>st</sup> March 2017
- 4) Eligibility is contingent on receipt of Screening / Broadcast Dates to be included with the Entry Form:
- 5) Titles submitted to IFTA previously are ineligible.
- 6) Eligibility for both awards shall be determined by credits as they appear on screen. In the event of any dispute, the organisers reserve the right to declare any achievement ineligible, or to withhold any Awards until any dispute is resolved.
- 7) Irish language entries are eligible in both categories however any digital/online and DVD copies submitted for competition must be supplied with English subtitles. *[NOTE the Irish Language category, which includes television programmes, dramas, films, shorts, will be presented at the IFTA Gala Television Awards in October 2017 - If you would like your submission to be put forward for the Irish language Category please indicate on the Entry Form. There is no extra submission fee required.]*
- 8) Eligible entries for Short Film must be between 1 min and 40 minutes in length.
- 9) Only final cut entries are eligible – rough cuts, etc, will not be accepted.



## CRITERIA FOR SHORT FILMS – LIVE ACTION & ANIMATED

Judges will look for innovative, engaging and original stories, visual flair and skill. Open to live action and animated shorts across fiction and nonfiction.

### SUBMISSION FEES

Film / Drama / Feature Documentary Categories .....	€100 / £76
Director / Writer Categories .....	€60 / £46
Actor Categories .....	€60 / £46
Craft & Technical Categories .....	€60 / £46
Short Film (Live Action / Animation) .....	€25 / £19

*\*NB Submission fees listed above are exclusive of VAT and are subject to VAT @ 23%.*

## SUBMISSION PROGRESS TO FILM, DRAMA, FEATURE DOCUMENTARY, ASSOCIATED CATEGORIES & SHORTS (LIVE ACTION / ANIMATED)

Submission will be accepted by either:

- Protected Digital Link (With/without password at Copyright Holders Discretion).
- Our preferred platform is Vimeo  
Or
- Screening as organised by the Submitter. Please liaise with submissions office at IFTA to coordinate dates, venue, time etc, as this information will be distributed to Voting Members of the Academy.

Where reasonable and unavoidable IFTA may accept DVDs. This will be wholly at IFTA's discretion. Contact [submissions@ifta.ie](mailto:submissions@ifta.ie) for further information.

In addition to a LINK IFTA also requests 10 DVDs per submission. DVDs will be used as a backup for Submitter's LINK and for IFTA archives.

- Submitted DVDs must be non-region specific and of the highest quality and must also be identical to the version actually screened. Do not send DVDs in hard plastic cases/shells as these cases will be discarded prior to being sent to Academy Members and Jury. DVDs should be placed in clear PVC wallets. There should also be no inserts or promotional material.  
Send to: **Irish Film & Television Academy (IFTA)** 32 Lower Leeson Street, Dublin 2
- For DVD duplication we recommend: Specialist AV Ltd (Joe Murphy).  
Phone: +353 1 6641300.  
Address: 14, Emerald Cottages, Dublin 4.  
E-Mail: [info@specialistav.ie](mailto:info@specialistav.ie) Website: [www.specialistav.ie](http://www.specialistav.ie)

## THE ONLINE SUBMISSION PROCESS

The online process on [www.ifta.ie](http://www.ifta.ie) is the preferred method for submission. In order to process your application on-line, you will be asked for the following information so please ensure you have all the items listed below to hand prior to completing this form - as you will not be able to proceed to the final stages of the application form without all of the listed items.

1. Full contact details of the person responsible for making this submission to whom IFTA will send all correspondence relating to this submission.
2. The name and contact details of each person you are submitting for nomination.
3. The Online Submission Process - Digital Links - VIMEO LINK or digital link strictly following the specifications outlined. Drama and VFX should check the guidelines for these category submissions.
4. A JPEG still of the project and any headshots of the actors is required, and should be submitted AFTER the online process is complete and you have been sent your reference number.
5. The Production Still should be saved as a .jpg with the allocated reference number, full title of the show, submitted actor, director / writer etc. See below:  
  

*Please use your individual reference number which you received when submitting in the name of the image- 0000 is used in the examples below to demonstrate how to name your images*

Example of how to correctly name images:  
 0000\_projectname.jpg (this is the main thumbnail for the project)  
 0000\_actormame\_projectname.jpg (individual actors images)  
 0000\_crewname\_projectname.jpg (individual crew images)

THUMBNAIL (low resolution for web) by Friday 3rd February.  
 150px by 90px 150px width by 90px height in jpg format.

HIGH RESOLUTION images – production still, actor, etc (max 10mg) must be sent, with the same file name format, by Friday 3rd February. These high resolution images will be used for press packs, etc, should the project be shortlisted
6. A brief biography of each person being submitted for consideration (less than 50 words - this should be a max of 350 characters including spaces and be factual and unbiased). Please note the biography will be used in the Voting Pages for the Academy Members, Jury & for the Print Programme should your title be shortlisted.
7. A Brief Synopsis of the Project (less than 50 words - this should be a max of 350 characters including spaces). Please note the synopsis will be used in the Voting Pages for the Academy Members, Jury & for the Print Programme should your title be shortlisted.
8. Payment in full - online payment methods accepted Visa, MasterCard and Laser only. Costs quoted are net of VAT which will be added on the payment page. Prices quoted are in Euro and are equivalent to: €100 = £76.
9. 10 DVDs per category are required. These will be required by Friday 3rd February (the submission deadline). Submitted DVDs must be non-region specific and of the highest quality and must also be identical to the link provided and the version actually screened. All DVDs should be in clear PVC wallets with the title clearly marked. Do not send DVDs in plastic cases/shells as the cases will be discarded.
10. Confirmation that you have read this Rules & Guidelines document as supplied by IFTA.

***NB: Submissions will not be fully processed until both a link and the required DVDs are received. It is fully the submitter's responsibility to provide both within the allocated time.***

Once you have completed your online submission, you will be allocated a reference number, and will just need to email through stills/headshots and to send in your submission DVDs, by Friday 3<sup>rd</sup> February 2017

**Please quote your unique reference number in the subject header in all correspondence to IFTA.**

# ONLINE SUBMISSION PROCESS - DIGITAL LINKS

## VIMEO

IFTA Awards aim to provide the best possible viewing experience of your content to our Academy and Jury Members. With this in mind, we would request that you submit your project by way of A Vimeo Link in all categories. In the online submissions site, this is a **required field**

A full tutorial on VIMEO can be found on [www.vimeo.com](http://www.vimeo.com).

Please have your VIMEO LINK and Password prepared before you start your online submission.

### **Submission will not be accepted without a link provided.**

In addition to a VIMEO LINK we also request 10 DVDs per submission. DVDs will be used as a backup for your VIMEO LINK and for our archives.

- Submitted DVDs must be non-region specific and of the highest quality and must also be identical to the version actually screened. Please do not send DVDs in hard plastic cases/shells as these cases will be discarded prior to being sent to Academy Members and Jury. DVDs should be placed in clear PVC wallets. There should also be no inserts or promotional material.

Send to: **Irish Film & Television Academy (IFTA)** 32 Lower Leeson Street, Dublin 2

- For DVD duplication we recommend: Specialist AV Ltd (Joe Murphy).  
Phone: +353 1 6641300.  
Address: 14, Emerald Cottages, Dublin 4. E-Mail: [info@specialistav.ie](mailto:info@specialistav.ie)  
Website: [www.specialistav.ie](http://www.specialistav.ie)

## PREFERRED VIMEO SPECIFICATIONS

We request you choose the following options when uploading your Vimeo. (screen grabs from [www.vimeo.com](http://www.vimeo.com) when setting up an account)

**Basic**

## Basic Info

### Title

Videos are more interesting when they have creative titles. We know you can do better than "My Video."

### Description

Tell the story behind your video, and how you were involved in making it. (No HTML, but links are OK.)

A brief synopsis of the project. Less than 50 words, with a maximum of 350 characters including spaces. This should be factual and non biased.

### Tags

Add some relevant keywords to make your video easier to find. (Separate your tags with commas, please.)

### Language

Choose the language of your video.


## Content Rating

The rating you set here determines who can see your video. Learn more in the [FAQ](#).

- All audiences – All Audiences  
 Mature – This video contains mature or explicit content

## Privacy

## Privacy Settings

 Only people with a password can see this video

### Who can watch this video?

- Anyone – Allow anyone to see this video  
 Only me – Make this video visible to me and no one else  
 Only people I follow – Make my videos visible only to people I follow on Vimeo  
 Only people I choose – I'll select people with whom I want to share this video  
 Only people with a password – Protect this video with a password

### Where can this video be embedded?

- Anywhere – Enable people to embed this video on any site  
 Nowhere – Do not allow anyone to embed this video

### Who can comment on this video?

- Anyone – Allow anyone to leave comments on this video  
 No one – Do not allow anyone to comment on this video  
 Only people I follow – I want only people I follow to be able to leave comments

### What can people do with this video?

- Download the video – Allow anyone to download this video  
 Add to their collections – Allow anyone to add this video to Albums, Channels, or Groups

## Advanced

Basic
Privacy
Collections
Advanced
Upgrade

### Add Photos

Add related photos to your video page by pasting [Instagram](#) or [Flickr](#) URLs here (separate multiple URLs with commas). Make sure your photos are public before you add them here, or else they won't show up!

+ Add a new photo

### Custom URL

Create a custom URL for this video that is more memorable than a random string of numbers. Many people create a URL that matches the video title.

This is the title

Preview: <http://vimeo.com/118708766>

### Creative Commons License

Apply a Creative Commons License to this video ([Learn more](#)).

- No Creative Commons License
- Attribution –
- Attribution Share Alike –
- Attribution No Derivatives –
- Attribution Non-Commercial –
- Attribution Non-Commercial Share Alike –
- Attribution Non-Commercial No Derivatives –
- Public Domain Dedication –

## VIDEO CODEC

**Codec:** H.264 (AVC)

**Advanced H.264 settings:** To make your upload extra smooth, choose the following advanced settings whenever possible.

- Closed GOP
- CABAC (to reduce your file size)

## AUDIO

**Codec:** AAC-LC (Advanced Audio Codec)

For best results, we recommend using AAC-LC (low complexity) for the audio codec.

**Data rate: 320 kbit/s**

For best results, encode your audio at constant rate of 320 kbit/s.

**Sample rate: 48 kHz**

For best results, set your audio sample rate to 48 kHz. If your working setting is already less than or equal to 48 kHz, leave it as is.

## BIT RATE

Bit rate (also known as data rate) controls the visual quality of the video and its file size. The rate is most often measured in kilobits per seconds (kbit/s). If your video editing software gives you the option, choose a “variable” bit rate and set the target to at least 2,000 kbit/s for standard definition (SD) video; 5,000 kbit/s for 720p HD video; or 10,000 kbit/s for 1080p HD video.

Quality	Bitrate (kbit/s)
---------	------------------

SD	2,000 – 5,000
720p	5,000 – 10,000
1080p	10,000 – 20,000

### **FRAME RATE**

24, 25, or 30 FPS (Constant)

Vimeo accepts videos with frame rates of 24 (or 23.976), 25, and 30 (or 29.97). If you know the frame rate of your footage, it's best to encode your final video at the same frame rate. However, if your footage exceeds 30 FPS (frames per second), you should encode your video at half that frame rate. For example, if you shot at 60 FPS, you should encode your final video at 30 FPS. If you're uncertain what frame rate you shot at, set your frame rate to either "Current" or 30 FPS. If there is an option for keyframes, choose the same value you used for frame rate. Important: Always choose "constant" frame rate instead of "variable" frame rate.

### **RESOLUTION**

Common resolutions for SD video include 640 x 480 px (4:3 aspect ratio) and 640 x 360 px (16:9 aspect ratio). HD video is usually formatted at 720p (1280 x 720 px) or 1080p (1920 x 1080 px).

<b>Format</b>	<b>Resolution</b>
<b>Standard Definition (SD)</b> 4:3 aspect ratio	640 x 480 px
<b>Standard Definition (SD)</b> 16:9 aspect ratio	640 x 360 px
<b>720p HD Video</b> 16:9 aspect ratio	1280 x 720 px
<b>1080p HD Video</b> 16:9 aspect ratio	1920 x 1080 px

## **IMPORTANT NOTES**

- a. You must create a stand alone VIMEO Account. No other videos should be uploaded to this account.
- b. A brief synopsis of the Project (This should be a max of 350 characters including spaces) may be supplied (please use the same synopsis throughout the submission process). There should be no further details of your programme on this account.
- c. Please name your submission: IFTA Submission: "Name of Programme".
- d. For your film's privacy we recommend you choose that your Video is not available for download.
- e. This account should be disabled within 30 days of Awards Ceremony (Saturday 9<sup>th</sup> April)
- f. For Television Drama Series being submitted, please submit one episode that best represents the project. You can submit different episodes for different categories (i.e. if you are submitting for Drama Series, Actor, Director, Costume, Editing, etc.)
- g. Your submission is not complete until IFTA receives a digital link and 10 DVDs.
- h. Submissions may be supplied by way of Broadcast iPlayer, for further information please contact [submissions@ifta.ie](mailto:submissions@ifta.ie).

# TERMS AND CONDITIONS

- IFTA reserves the right to change or amend these rules and regulations without notice and at any time.
- IFTA reserves the right to not present an Award Category if there are not enough submissions entered.
- IFTA reserves the right to amend or change criteria if necessary and such changes will be published in [www.ifta.ie](http://www.ifta.ie), and submitters to the relevant category will be notified.
- IFTA reserves the right to announce a shortlist less than, or more than, four nominees.
- Entries received after the deadlines are ineligible. Incomplete entries are also ineligible.
- IFTA recommends careful consideration in submitting nominees names and that all parties involved are consulted in advance of making the submission to check that the correct individuals are submitted and to ensure their eligibility. **Please note that any changes made to these credits once the Voting Season has begun will result in an administration charge of €100, or could result in the submission being dropped.**
- Eligibility for all awards shall be determined by credits as they appear on screen. In the event of any dispute, IFTA reserves the right to declare any achievement ineligible, or to withhold any Awards until any dispute is resolved.
- IFTA reserves the right to move or remove from the submission process a project they deem to be entered in the wrong category.
- IFTA reserves the right to withdraw a title & return full payment if the submitted DVDs are not received by Friday 3rd February.
- IFTA reserves the right to discard any DVD cases & packaging if the submitted DVDs or screeners are not in clear PVC wallets.

## BY SUBMITTING THE ENTRY FORM, THE ENTRANT:

- Confirms that they have read this document including the eligibility criteria carefully.
- Gives the organisers the right to use excerpts from the project for the broadcasting of the Awards ceremony in Ireland and the UK, as well as permission to include stills and clips under 40 seconds for all Awards-related press, print, internet, mobile, podcasts, webcasts, social media, television and radio, both nationally and internationally.
- Acknowledges that all individuals submitted for consideration have been notified of and are in agreement with this entry.
- Acknowledges that the entry has not been submitted for consideration previously to the IFTAs.
- Confirms acceptance of the rules of the Irish Film & Television Awards, and that they are the authorised person to make the submission.
- Confirms all information given on the entry form is correct to the best of their knowledge.
- The entrant agrees to use best endeavours to ensure that the nominee, if short listed, will be in attendance at the Awards Ceremony.
- The IFTA organisers reserve the right to use clips and stills from the ceremony, photos from the event, red carpet, etc for promotional purposes. These are for non-commercial purposes.
- Gives the organisers permission to publish stills, synopsis & biographies on the official awards website and in the official print programme for the IFTA Film & Drama Awards.





**Irish Academy IFTA Film & Drama Awards 2017**  
**RULES & GUIDELINES FOR SUBMISSIONS**

# **IFTA FILM & DRAMA AWARDS 2017**

**Deadline to Submit: Friday 3<sup>rd</sup> February 2017**

**Ceremony Date: Saturday 8<sup>th</sup> February**

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# INTRODUCTION

The IFTA Film & Drama Awards are presented by the Academy, and are a platform to honour and celebrate outstanding Irish creativity, talent and achievement; to encourage a high standard of arts and technique in work produced in both Film and Drama.

The Irish Film & Television Academy will host two Awards ceremonies in 2017; the IFTA Film & Drama Awards in April and the Gala IFTA Television Awards in October.

The **IFTA Film & Drama Awards** Ceremony will take place in the Round Room at the Mansion House in Dublin in **April**, and will celebrate and honour the very best in Film, Television Drama, Feature Documentary, Live Action Short and Animation. The **IFTA Television Awards** ceremony will take place in **October** in Dublin, and will celebrate and reward **the very best TV programmes and talent on the small screen.**

**This document covers the Film & Drama Awards only** - the Awards are open to all talented Irish people working in the film and television industries in Ireland and internationally on titles screened during the Awards year.

## AWARDS CATEGORIES

Lifetime Achievement Award

Feature Film

Director Film

Scriptwriter Film

Actor in a Lead Role in Film

Actor in a Supporting Role in Film

Actress in a Lead Role in Film

Actress in a Supporting Role in Film

International Film

International Actor

International Actress

George Morrison Feature Documentary

Short Film (Live Action)

Short Film (Animation)

Rising Star

Drama

Director Drama

Scriptwriter Drama

Actor in a Lead Role in Drama

Actor in a Supporting Role in Drama

Actress in a Lead Role in Drama

Actress in a Supporting Role in Drama

Cinematography

Costume Design

Editing

Original Score

Production Design

M.A.C. Make-Up & Hair

Sound

VFX

## ELIGIBILITY: FEATURE FILM, DRAMA & FEATURE DOCUMENTARY

### Who can enter a project?

Titles may be entered by its distributor, producer or broadcaster, or a representative thereof (the Entrant).

### Entry:

Entries for all categories with the exception of **LIFETIME ACHIEVEMENT AWARD, RISING STAR, INTERNATIONAL FILM/ACTOR/ACTRESS** must be submitted through the online Call for Entries process prior to the deadline of **Friday 3rd February**. This process is done through an online submissions page, and all relevant and required information must be submitted with the application, including an online (ie Vimeo) link to the submitted project. Please read guidelines regarding video links carefully before submitting.

Eligibility for Feature Film, Drama & Feature Documentary Titles to the IFTA Film & Drama Awards is subject to the general rules set out below, and special rules for the individual categories. Please read this section carefully to determine if your project is eligible for submission.

- 1) All references to Ireland mean the island of Ireland.
- 2) Entries for Acting, Craft, Technical, Director or Writing Categories are open to Irish persons (defined as: a, b or c below) working on Irish and/or international projects.
  - a. Born in Ireland (32 counties) *or*
  - b. Have Irish Citizenship *or*
  - c. Be full-time resident in Ireland (minimum of 3 years).
- 3) Entries for Best Feature Film, Best Drama, and George Morrison Feature Documentary categories must satisfy both criteria "a" and "b" below.
  - a. Projects whose principal photography took place fully or partially in Ireland  
*Or*  
Projects which are funded or part-funded through Irish Broadcaster(s), the Irish Film Board, Section 481, Northern Ireland Screen, BAI Sound & Vision, Arts Council, Arts Council of Northern Ireland, private Irish investment.  
*Or*  
Projects owned in the majority by an Irish registered company (32 counties)
  - b. Submissions must be first screened in Ireland or internationally theatrically/at a festival / broadcast within the Awards period between **1<sup>st</sup> January 2016 and March 31<sup>st</sup> 2017**, or if screened at a festival prior to that period, must be either televised or screened to a paying audience (i.e. theatrical releases, etc.) or released. For titles that will be screened for the first time between the submission deadline of 3rd February and the eligibility deadline of 31<sup>st</sup> March, please specify the festival/screening/broadcast date and include documentation confirming same.
- 4) Eligibility is contingent on receipt of Screening / Broadcast Dates to be included with the Entry Form.
- 5) Eligibility for all categories shall be determined by credits as they appear on screen. In the event of any dispute, the organisers reserve the right to declare any achievement ineligible, or to withhold any Awards until any dispute is resolved.
- 6) Irish language entries are eligible in ALL categories however Digital Links and 10 DVD copies submitted for competition must be supplied with English subtitles. *[NOTE the Irish Language category, which includes television programmes, dramas, films, shorts, will be presented at the IFTA Gala Television Awards in October 2017 - If you would like your submission to be put forward for the Irish language Category please indicate on the Entry Form. There is no extra submission fee required.]*
- 7) Eligible feature length submissions are defined as being over 40 minutes in length.
- 8) Entries previously submitted for consideration for IFTA are ineligible.
- 9) Only final cut entries are eligible.

## **FILM**

Imaginative, well-crafted films that show story-telling ability, visual flair, production value and directorial skill in a feature film.

A maximum of two Producers may be submitted once they are both the Lead Producers of which one of these can be a non-Irish Producer as per their contractual obligations.

## **DIRECTOR**

Eligibility is limited to the director of the film. Excellence in Feature Film/Feature Documentary Directing.

## **SCRIPT FOR FILM**

Eligibility is limited to the writer(s) of the original screenplay: 'story by' or similar credits are not eligible. Entries must demonstrate story-telling ability and developed characters and plot in a feature film.

## **ACTOR IN A LEAD ROLE IN FILM**

All individual performers in a Leading Role in a feature film are eligible for consideration in this category.

## **ACTRESS IN A LEAD ROLE IN FILM**

All individual performers in a Leading Role in a feature film are eligible for consideration in this category.

## **ACTOR IN A SUPPORTING ROLE IN FILM**

All individual performers in a Supporting Role in a feature film are eligible for consideration in this category. Does not include cameos; supporting roles must be integral to the plot of the film.

## **ACTRESS IN A SUPPORTING ROLE IN FILM**

All individual performers in a Supporting Role in a feature film are eligible for consideration in this category. Does not include cameos; supporting roles must be integral to the plot of the film.

## **INTERNATIONAL FILM, INTERNATIONAL ACTOR, INTERNATIONAL ACTRESS**

Entries for these three categories are made by Distributors, and represent the very best of international filmmaking and performances.

## **DRAMA**

Submissions should be imaginative, well-crafted dramas that show flair, strong characterisation, compelling storyline and directorial skill.

***If submitting multiple episodes for a drama series, please submit each one individually to ensure the person whose work is submitted is best demonstrated through the choice of digital video link submitted.***

Submissions accepted for **Single Drama**: a single self-contained drama of any length; **Drama Serial**: A drama where one main story is told across more than one episode and the story is resolved in the final episode.

## **DIRECTOR TELEVISION DRAMA**

Eligibility is limited to the director of the TV Drama. Excellence in directing a TV Drama.

## **WRITER TELEVISION DRAMA**

Entries must demonstrate story-telling ability and developed characters and plot in a TV Drama. Eligibility is limited to the writer(s) of the original screenplay: 'story by' or similar credits are not eligible.

## **ACTOR IN A LEAD ROLE IN TELEVISION DRAMA**

Dramas are eligible. All individual performers in a Leading Role are eligible for consideration in this category.

## **DRAMA cont'd**

### **ACTRESS IN A LEAD ROLE IN TELEVISION DRAMA**

Dramas are eligible. All individual performers in a Leading Role are eligible for consideration in this category.

### **ACTOR IN A SUPPORTING ROLE IN TELEVISION DRAMA**

Dramas are eligible. All individual performers in a Supporting Role are eligible for consideration in this category. Does not include cameos, supporting roles must be integral to the plot of the film.

### **ACTRESS IN A SUPPORTING ROLE IN TELEVISION DRAMA**

Dramas are eligible. All individual performers in a Supporting Role are eligible for consideration in this category. Does not include cameos, supporting roles must be integral to the plot of the film.

***[NOTE: The Continuing Drama/Soap category and Comedy category will be presented at the IFTA Gala Television Awards in October 2017]***

## **GEORGE MORRISON FEATURE DOCUMENTARY**

A film will be classed as a documentary if it is predominantly factual in content; this includes re-enactments, animation, archive footage and stills as well as documentary footage. A theatrically released nonfiction film dealing creatively with cultural, artistic, historical, social, scientific, economic or other subjects with the emphasis on fact and not on fiction. Dramatised factual subjects will not qualify as documentaries; To be eligible for this category, titles will not have been solely commissioned by a broadcaster and need to have been screened theatrically prior to being broadcast.

## **CINEMATOGRAPHY \***

Eligibility is limited to the Director of Photography. Entries must demonstrate a knowledge and skill of cinematography, suitability of style with subject matter and location, in a Feature Film, Feature Documentary, TV drama.

## **COSTUME DESIGN \***

Feature Film and Dramas are eligible. Eligibility is limited to the Costume Designer.

## **EDITING \***

Feature Films, Dramas and Feature Documentaries are eligible. Eligibility is limited to the Editor of the project (assistants are not eligible). Excellence in editing, combining technical skill, integration of appropriate formats (narrative, graphics, effects, etc), sound, style, and understanding of format in a Feature Film, Feature Documentary, TV drama.

## **MAKE-UP & HAIR \***

Feature Films and Dramas are eligible. Eligibility is limited to a maximum of two artists directly responsible for the principle make-up and hair design in the film. A minimum of one must be Irish.

## **PRODUCTION DESIGN \***

Feature Films and Drama are eligible. Eligibility is limited to the Production Designer.

## **SOUND \***

Excellence in all areas of Sound in a Feature Film, Feature Documentary, TV drama. A maximum of three names can be submitted and must include the following roles to represent the Sound Team:

1. Location Recordist
2. Supervising Sound Editor/Sound Designer
3. Sound Re-recording Mixer

A minimum of one of the three people submitted should be Irish.

### **ORIGINAL MUSIC\***

Entries must demonstrate suitability of an originally composed musical score to the plot/theme of a Feature Film, Feature Documentary, TV drama. A project will be automatically eligible if more than 75% of all of the music featured in it (score, source and any other music) is original composition created specifically for it; Films with more than 50% original music are eligible at the discretion of the Music Jury; Original songs created specifically for the film may contribute to the total amount of original composition. Eligibility is limited to the composer(s) of the original score, responsible for the overall conception, design and execution of the work as a whole; Where the composer created less than 50% of the original music, additional contributors may be considered. Entrants must specify the percentage of original music.

### **VFX \***

VFX submissions should be submitted individually and not as part of any other submission.

Consideration will be given to the contribution the digital VFX has made to the overall production and the artistry, skill and fidelity with which the visual illusions are achieved. Feature Films, Dramas and Feature Documentaries and Short Films are eligible.

Eligibility is limited to those individuals with primary creative responsibility for the special and visual effects achieved within the production; A maximum of **two** names may be submitted, a minimum of one to be Irish. The VFX/Post house will be credited where applicable.

The proposed candidates for nomination should be those responsible for the most significant and outstanding effects within the film, generally the visual effects supervisor, and/or animation supervisor. The film's producer(s) and senior visual effects supervisor(s) must be fully consulted in the process of selecting those who should be credited;

VFX producers, coordinators and executives are not normally eligible unless it can be shown that they are directly and creatively responsible for the effects achieved;

If the VFX team submitted was not responsible for the digital VFX of the entire show being submitted, a short statement should be submitted outlining the specific work done by the team.

### **SUBMISSION MATERIAL:**

- **A short reel only must be submitted for circulation to Jury and not a link to the entire show/film for Round One. Note – a link to the full show may disqualify the submission.** This reel should demonstrate how key scenes/effects included within exhibited prints of the film were achieved and it should be a fair reflection of the visual effects input into the production;
- The reel may last a maximum of five minutes; 'before and after' footage may be included, there should be no voiceover or talking heads, but factual captions may be used.
- The Synopsis for the submission should be a brief overview of the VFX work rather than a synopsis of the plot

### **Additional submission material – optional**

- A Short statement about the effects achieved within the production may be submitted for circulation to the Jury. This statement should explain how the key elements of the production were achieved and should be a fair reflection of the visual effects input into the production;
- The statement can include images (stills from the film only), and should be no longer than 1000 words. This statement may be submitted by email as a PDF to [submissions@ifta.ie](mailto:submissions@ifta.ie)

*\*\* These categories are across Feature Film, Feature Documentary & Television Drama as indicated*

*IFTA Reserves the right to make changes to criteria (see Terms & Conditions)*

## ELIGIBILITY FOR SHORT FILMS – LIVE ACTION & ANIMATED

Eligibility for Short Films – Live Action & Animated - to the Irish Film & Television Awards is subject to the general rules set out below, and special rules for the individual category. Please read this section carefully to determine if your project is eligible for submission.

Both categories are open to innovative and experimental short fiction and non-fiction films and animation of no more than 40 minutes in duration. Short live-action and animated films must have been screened or accepted onto the programme of at least one of IFTA's recognised festivals (see list on IFTA.ie website).

- 1) All references to Ireland mean the island of Ireland.
- 2) All Awards are open only to Irish persons (defined a, b or c below).
  - a. Born in Ireland (32 counties) *or*
  - b. Have Irish Citizenship *or*
  - c. Be full-time resident in Ireland (minimum of 3 years)
- 3) All eligible title entries must satisfy both criteria "a" and "b" below.
  - a. Projects whose production took place fully or partially in Ireland  
*Or*  
Projects which are funded or part-funded through Irish broadcaster(s), the Irish Film Board, NIS, S481, BAI Sound & Vision, Arts Council, Arts Council of Northern Ireland, private Irish investment.  
*Or*  
Projects owned in the majority by an Irish registered company (32 counties)
  - b. Submissions must be either screened as a support to a theatrically released film in Ireland  
*Or*  
Televised within the Awards eligibility period of January and March of the next year (15 months)  
*Or*  
Accepted into at least **one** of the festivals recognised by the Academy or televised within the Awards eligibility period of January 2017 and 31<sup>st</sup> March 2017
- 4) Eligibility is contingent on receipt of Screening / Broadcast Dates to be included with the Entry Form:
- 5) Titles submitted to IFTA previously are ineligible.
- 6) Eligibility for both awards shall be determined by credits as they appear on screen. In the event of any dispute, the organisers reserve the right to declare any achievement ineligible, or to withhold any Awards until any dispute is resolved.
- 7) Irish language entries are eligible in both categories however any digital/online and DVD copies submitted for competition must be supplied with English subtitles. *[NOTE the Irish Language category, which includes television programmes, dramas, films, shorts, will be presented at the IFTA Gala Television Awards in October 2017 - If you would like your submission to be put forward for the Irish language Category please indicate on the Entry Form. There is no extra submission fee required.]*
- 8) Eligible entries for Short Film must be between 1 min and 40 minutes in length.
- 9) Only final cut entries are eligible – rough cuts, etc, will not be accepted.



# CRITERIA FOR SHORT FILMS – LIVE ACTION & ANIMATED

Judges will look for innovative, engaging and original stories, visual flair and skill. Open to live action and animated shorts across fiction and nonfiction.

## SUBMISSION FEES

Film / Drama / Feature Documentary Categories .....	€100 / £76
Director / Writer Categories .....	€60 / £46
Actor Categories .....	€60 / £46
Craft & Technical Categories .....	€60 / £46
Short Film (Live Action / Animation) .....	€25 / £19

*\*NB Submission fees listed above are exclusive of VAT and are subject to VAT @ 23%.*

## SUBMISSION PROGRESS TO FILM, DRAMA, FEATURE DOCUMENTARY, ASSOCIATED CATEGORIES & SHORTS (LIVE ACTION / ANIMATED)

Submission will be accepted by either:

- Protected Digital Link (With/without password at Copyright Holders Discretion).
- Our preferred platform is Vimeo  
Or
- Screening as organised by the Submitter. Please liaise with submissions office at IFTA to coordinate dates, venue, time etc, as this information will be distributed to Voting Members of the Academy.

Where reasonable and unavoidable IFTA may accept DVDs. This will be wholly at IFTA's discretion. Contact [submissions@ifta.ie](mailto:submissions@ifta.ie) for further information.

In addition to a LINK IFTA also requests 10 DVDs per submission. DVDs will be used as a backup for Submitter's LINK and for IFTA archives.

- Submitted DVDs must be non-region specific and of the highest quality and must also be identical to the version actually screened. Do not send DVDs in hard plastic cases/shells as these cases will be discarded prior to being sent to Academy Members and Jury. DVDs should be placed in clear PVC wallets. There should also be no inserts or promotional material.  
Send to: **Irish Film & Television Academy (IFTA)** 32 Lower Leeson Street, Dublin 2
- For DVD duplication we recommend: Specialist AV Ltd (Joe Murphy).  
Phone: +353 1 6641300.  
Address: 14, Emerald Cottages, Dublin 4.  
E-Mail: [info@specialistav.ie](mailto:info@specialistav.ie) Website: [www.specialistav.ie](http://www.specialistav.ie)

## THE ONLINE SUBMISSION PROCESS

The online process on [www.ifta.ie](http://www.ifta.ie) is the preferred method for submission. In order to process your application on-line, you will be asked for the following information so please ensure you have all the items listed below to hand prior to completing this form - as you will not be able to proceed to the final stages of the application form without all of the listed items.

1. Full contact details of the person responsible for making this submission to whom IFTA will send all correspondence relating to this submission.
2. The name and contact details of each person you are submitting for nomination.
3. The Online Submission Process - Digital Links - VIMEO LINK or digital link strictly following the specifications outlined. Drama and VFX should check the guidelines for these category submissions.
4. A JPEG still of the project and any headshots of the actors is required, and should be submitted AFTER the online process is complete and you have been sent your reference number.
5. The Production Still should be saved as a .jpg with the allocated reference number, full title of the show, submitted actor, director / writer etc. See below:  
  

*Please use your individual reference number which you received when submitting in the name of the image- 0000 is used in the examples below to demonstrate how to name your images*

Example of how to correctly name images:  
 0000\_projectname.jpg (this is the main thumbnail for the project)  
 0000\_actormame\_projectname.jpg (individual actors images)  
 0000\_crewname\_projectname.jpg (individual crew images)

THUMBNAIL (low resolution for web) by Friday 3rd February.  
 150px by 90px 150px width by 90px height in jpg format.

HIGH RESOLUTION images – production still, actor, etc (max 10mg) must be sent, with the same file name format, by Friday 3rd February. These high resolution images will be used for press packs, etc, should the project be shortlisted
6. A brief biography of each person being submitted for consideration (less than 50 words - this should be a max of 350 characters including spaces and be factual and unbiased). Please note the biography will be used in the Voting Pages for the Academy Members, Jury & for the Print Programme should your title be shortlisted.
7. A Brief Synopsis of the Project (less than 50 words - this should be a max of 350 characters including spaces). Please note the synopsis will be used in the Voting Pages for the Academy Members, Jury & for the Print Programme should your title be shortlisted.
8. Payment in full - online payment methods accepted Visa, MasterCard and Laser only. Costs quoted are net of VAT which will be added on the payment page. Prices quoted are in Euro and are equivalent to: €100 = £76.
9. 10 DVDs per category are required. These will be required by Friday 3rd February (the submission deadline). Submitted DVDs must be non-region specific and of the highest quality and must also be identical to the link provided and the version actually screened. All DVDs should be in clear PVC wallets with the title clearly marked. Do not send DVDs in plastic cases/shells as the cases will be discarded.
10. Confirmation that you have read this Rules & Guidelines document as supplied by IFTA.

***NB: Submissions will not be fully processed until both a link and the required DVDs are received. It is fully the submitter's responsibility to provide both within the allocated time.***

Once you have completed your online submission, you will be allocated a reference number, and will just need to email through stills/headshots and to send in your submission DVDs, by Friday 3<sup>rd</sup> February 2017

**Please quote your unique reference number in the subject header in all correspondence to IFTA.**

# ONLINE SUBMISSION PROCESS - DIGITAL LINKS

## VIMEO

IFTA Awards aim to provide the best possible viewing experience of your content to our Academy and Jury Members. With this in mind, we would request that you submit your project by way of A Vimeo Link in all categories. In the online submissions site, this is a **required field**

A full tutorial on VIMEO can be found on [www.vimeo.com](http://www.vimeo.com).

Please have your VIMEO LINK and Password prepared before you start your online submission.

### **Submission will not be accepted without a link provided.**

In addition to a VIMEO LINK we also request 10 DVDs per submission. DVDs will be used as a backup for your VIMEO LINK and for our archives.

- Submitted DVDs must be non-region specific and of the highest quality and must also be identical to the version actually screened. Please do not send DVDs in hard plastic cases/shells as these cases will be discarded prior to being sent to Academy Members and Jury. DVDs should be placed in clear PVC wallets. There should also be no inserts or promotional material.

Send to: **Irish Film & Television Academy (IFTA)** 32 Lower Leeson Street, Dublin 2

- For DVD duplication we recommend: Specialist AV Ltd (Joe Murphy).  
Phone: +353 1 6641300.  
Address: 14, Emerald Cottages, Dublin 4. E-Mail: [info@specialistav.ie](mailto:info@specialistav.ie)  
Website: [www.specialistav.ie](http://www.specialistav.ie)

## PREFERRED VIMEO SPECIFICATIONS

We request you choose the following options when uploading your Vimeo. (screen grabs from [www.vimeo.com](http://www.vimeo.com) when setting up an account)

**Basic**

## Basic Info

### Title

Videos are more interesting when they have creative titles. We know you can do better than "My Video."

### Description

Tell the story behind your video, and how you were involved in making it. (No HTML, but links are OK.)

A brief synopsis of the project. Less than 50 words, with a maximum of 350 characters including spaces. This should be factual and non biased.

### Tags

Add some relevant keywords to make your video easier to find. (Separate your tags with commas, please.)

### Language

Choose the language of your video.


## Content Rating

The rating you set here determines who can see your video. Learn more in the [FAQ](#).

- All audiences – All Audiences
- Mature – This video contains mature or explicit content

## Privacy

## Privacy Settings

 Only people with a password can see this video

### Who can watch this video?

- Anyone – Allow anyone to see this video
- Only me – Make this video visible to me and no one else
- Only people I follow – Make my videos visible only to people I follow on Vimeo
- Only people I choose – I'll select people with whom I want to share this video
- Only people with a password – Protect this video with a password

### Where can this video be embedded?

- Anywhere – Enable people to embed this video on any site
- Nowhere – Do not allow anyone to embed this video

### Who can comment on this video?

- Anyone – Allow anyone to leave comments on this video
- No one – Do not allow anyone to comment on this video
- Only people I follow – I want only people I follow to be able to leave comments

### What can people do with this video?

- Download the video – Allow anyone to download this video
- Add to their collections – Allow anyone to add this video to Albums, Channels, or Groups

## Advanced

Basic
Privacy
Collections
Advanced
Upgrade

### Add Photos

Add related photos to your video page by pasting [Instagram](#) or [Flickr](#) URLs here (separate multiple URLs with commas). Make sure your photos are public before you add them here, or else they won't show up!

+ Add a new photo

### Custom URL

Create a custom URL for this video that is more memorable than a random string of numbers. Many people create a URL that matches the video title.

This is the title

Preview: <http://vimeo.com/118708766>

### Creative Commons License

Apply a Creative Commons License to this video ([Learn more](#)).

- No Creative Commons License
- Attribution –
- Attribution Share Alike –
- Attribution No Derivatives –
- Attribution Non-Commercial –
- Attribution Non-Commercial Share Alike –
- Attribution Non-Commercial No Derivatives –
- Public Domain Dedication –

## VIDEO CODEC

**Codec:** H.264 (AVC)

**Advanced H.264 settings:** To make your upload extra smooth, choose the following advanced settings whenever possible.

- Closed GOP
- CABAC (to reduce your file size)

## AUDIO

**Codec:** AAC-LC (Advanced Audio Codec)

For best results, we recommend using AAC-LC (low complexity) for the audio codec.

**Data rate: 320 kbit/s**

For best results, encode your audio at constant rate of 320 kbit/s.

**Sample rate: 48 kHz**

For best results, set your audio sample rate to 48 kHz. If your working setting is already less than or equal to 48 kHz, leave it as is.

## BIT RATE

Bit rate (also known as data rate) controls the visual quality of the video and its file size. The rate is most often measured in kilobits per seconds (kbit/s). If your video editing software gives you the option, choose a “variable” bit rate and set the target to at least 2,000 kbit/s for standard definition (SD) video; 5,000 kbit/s for 720p HD video; or 10,000 kbit/s for 1080p HD video.

**Quality                      Bitrate (kbit/s)**

SD	2,000 – 5,000
720p	5,000 – 10,000
1080p	10,000 – 20,000

### **FRAME RATE**

24, 25, or 30 FPS (Constant)

Vimeo accepts videos with frame rates of 24 (or 23.976), 25, and 30 (or 29.97). If you know the frame rate of your footage, it's best to encode your final video at the same frame rate. However, if your footage exceeds 30 FPS (frames per second), you should encode your video at half that frame rate. For example, if you shot at 60 FPS, you should encode your final video at 30 FPS. If you're uncertain what frame rate you shot at, set your frame rate to either "Current" or 30 FPS. If there is an option for keyframes, choose the same value you used for frame rate. Important: Always choose "constant" frame rate instead of "variable" frame rate.

### **RESOLUTION**

Common resolutions for SD video include 640 x 480 px (4:3 aspect ratio) and 640 x 360 px (16:9 aspect ratio). HD video is usually formatted at 720p (1280 x 720 px) or 1080p (1920 x 1080 px).

<b>Format</b>	<b>Resolution</b>
<b>Standard Definition (SD)</b> 4:3 aspect ratio	640 x 480 px
<b>Standard Definition (SD)</b> 16:9 aspect ratio	640 x 360 px
<b>720p HD Video</b> 16:9 aspect ratio	1280 x 720 px
<b>1080p HD Video</b> 16:9 aspect ratio	1920 x 1080 px

## **IMPORTANT NOTES**

- a. You must create a stand alone VIMEO Account. No other videos should be uploaded to this account.
- b. A brief synopsis of the Project (This should be a max of 350 characters including spaces) may be supplied (please use the same synopsis throughout the submission process). There should be no further details of your programme on this account.
- c. Please name your submission: IFTA Submission: "Name of Programme".
- d. For your film's privacy we recommend you choose that your Video is not available for download.
- e. This account should be disabled within 30 days of Awards Ceremony (Saturday 9<sup>th</sup> April)
- f. For Television Drama Series being submitted, please submit one episode that best represents the project. You can submit different episodes for different categories (i.e. if you are submitting for Drama Series, Actor, Director, Costume, Editing, etc.)
- g. Your submission is not complete until IFTA receives a digital link and 10 DVDs.
- h. Submissions may be supplied by way of Broadcast iPlayer, for further information please contact [submissions@ifta.ie](mailto:submissions@ifta.ie).

# TERMS AND CONDITIONS

- IFTA reserves the right to change or amend these rules and regulations without notice and at any time.
- IFTA reserves the right to not present an Award Category if there are not enough submissions entered.
- IFTA reserves the right to amend or change criteria if necessary and such changes will be published in [www.ifta.ie](http://www.ifta.ie), and submitters to the relevant category will be notified.
- IFTA reserves the right to announce a shortlist less than, or more than, four nominees.
- Entries received after the deadlines are ineligible. Incomplete entries are also ineligible.
- IFTA recommends careful consideration in submitting nominees names and that all parties involved are consulted in advance of making the submission to check that the correct individuals are submitted and to ensure their eligibility. **Please note that any changes made to these credits once the Voting Season has begun will result in an administration charge of €100, or could result in the submission being dropped.**
- Eligibility for all awards shall be determined by credits as they appear on screen. In the event of any dispute, IFTA reserves the right to declare any achievement ineligible, or to withhold any Awards until any dispute is resolved.
- IFTA reserves the right to move or remove from the submission process a project they deem to be entered in the wrong category.
- IFTA reserves the right to withdraw a title & return full payment if the submitted DVDs are not received by Friday 3rd February.
- IFTA reserves the right to discard any DVD cases & packaging if the submitted DVDs or screeners are not in clear PVC wallets.

## BY SUBMITTING THE ENTRY FORM, THE ENTRANT:

- Confirms that they have read this document including the eligibility criteria carefully.
- Gives the organisers the right to use excerpts from the project for the broadcasting of the Awards ceremony in Ireland and the UK, as well as permission to include stills and clips under 40 seconds for all Awards-related press, print, internet, mobile, podcasts, webcasts, social media, television and radio, both nationally and internationally.
- Acknowledges that all individuals submitted for consideration have been notified of and are in agreement with this entry.
- Acknowledges that the entry has not been submitted for consideration previously to the IFTAs.
- Confirms acceptance of the rules of the Irish Film & Television Awards, and that they are the authorised person to make the submission.
- Confirms all information given on the entry form is correct to the best of their knowledge.
- The entrant agrees to use best endeavours to ensure that the nominee, if short listed, will be in attendance at the Awards Ceremony.
- The IFTA organisers reserve the right to use clips and stills from the ceremony, photos from the event, red carpet, etc for promotional purposes. These are for non-commercial purposes.
- Gives the organisers permission to publish stills, synopsis & biographies on the official awards website and in the official print programme for the IFTA Film & Drama Awards.