



Sheffield Doc/Fest Film and Interactive Project Rules and Regulations 2015-2016

Technical Guidelines and Submission Instructions

We are delighted to welcome submissions for films and interactive projects for consideration for the 2016 Doc/Fest programme.

Sheffield Doc/Fest is open to all sectors of film and media production. We encourage documentary submissions from independent filmmakers, established or debut filmmakers, multi platform and digital artists, co-operatives, distributors, media institutions and educational institutions. Sheffield Doc/Fest considers short, medium length and feature films as well as interactive and virtual reality projects.

Dates of Sheffield Doc/Fest: Friday 10 June – Wednesday 15 June 2016

Below are the rules and regulations for submission to Sheffield Doc/Fest.

Sheffield Doc/Fest anticipates accepting over 1500 submissions this year, so please read through this document carefully to ensure that your submission is eligible.

Definitions

The term 'submission' refers to documentary film, video, and/or interactive project. 'Sheffield Doc/Fest' means the Sheffield International Documentary Festival.

SUBMISSION GUIDELINES

Short films (less than 30 minutes duration with credits)

Medium length films (31-59 minutes duration with credits)

Feature films (films over 60 minutes)

Interactive projects (interactive projects created for a platform other than cinema or television such as cross platform, virtual reality, installation etc. or for display in non-traditional media spaces. Any duration acceptable.)

- Submitted films and interactive projects must have English dialogue or English subtitles. Transcripts to films will not be accepted.

- Filmmakers are encouraged to submit documentaries and interactive projects completed after 1 June 2015.
- Films and Interactive projects previously submitted to Doc/Fest are not eligible, even if the film has changed significantly since the last time it has been submitted.
- There is no limit to the number of films that can be submitted by any one individual/organisation, though one form must be completed per entry.
- Due to the volume of entries received, Doc/Fest cannot offer feedback or individual comments for films or interactive projects not included in the programme.
- It is the sole responsibility of the applicant to secure clearance from the copyright holders of any copyrighted materials included within the submitted films or interactive projects. Doc/Fest will not be held responsible for the unauthorised inclusion of any copyrighted materials within or related to the submitted film or interactive project. Doc/Fest reserves the right to disqualify any film or interactive projects with any unauthorised inclusion or copyrighted materials.
- We do not accept rough cuts. Films should be presented in picture lock or fine cut. If you would like to submit a rough cut for consideration but intend to update the link, please contact Doc/Fest (films@sidf.co.uk) for permission to do so.

The deadline for submission is 17:00 GMT 15 February 2016.

The submission form must be completed by this date.

HOW TO ENTER

Sending in your entry

You must complete an online submission form in order to be considered for Sheffield Doc/Fest. Your film will not be viewed if your submission form is incomplete and in a 'draft' stage.

Please note that we are only able to accept submitted films on Vimeo or via file transfer. This includes interactive project submissions. Please refer to the **Technical Guidelines** section below for instructions.

Please read the film submission guidelines thoroughly before completing the online form. If you submit your film online you are not required to print out and post your submission form.

DEADLINE/ SUBMISSION FEES

Standard rate from 7 November 2015 to 17:00 GMT 15 February 2016

£25.50+VAT (Films under 30 minutes and interactive projects)

£35.00+VAT (Films 31 minutes or longer)

The entry fee is non-refundable.

VAT

You are about to submit your film to a UK-based organisation, which makes the place of supply in the UK.

If you are a business/company based outside of the UK with a billing address outside of the UK you will not be charged additional VAT by Doc/Fest, but you will have to pay your VAT duties in your own country.

If your company is based outside of the European Union, Doc/Fest will not charge VAT but you need to check tax regulations in your own country and act accordingly.

All UK submissions and all submissions done by individuals (with no company attached) will need to pay VAT and will be charged on the submission form.

Student productions

Film and media schools and tertiary institutions entering more than 1 film are eligible for discounted entry. A representative of the educational institution must contact films@sidf.co.uk to request a group discount. Students cannot negotiate submission discounts individually.

If for reasons of academic deadlines students cannot submit their screeners by the closing date, a representative of the educational institution must contact films@sidf.co.uk to advise of late entry.

Only graduation films are accepted from a film school/university. Doc/Fest will not accept documentary exercises. Short and medium length films made as part of tertiary work are eligible for the Student Doc Award. Films are nominated at the festival's discretion.

SELECTION PROCESS

Please note that all submitted films are viewed by members of the Doc/Fest previewing team, consisting of filmmakers and industry professionals. Your film may be screened by several members of the previewing team, the programming team and the programme advisory board before a decision is made.

Films are selected in conjunction with the Director of Programming and Industry Engagement, Festival Director & CEO, and the Programme Advisory Committee.

Please note that all submitted interactive projects will only be viewed by members of the Doc/Fest Alternate Realities previewing team. Interactive projects submitted will only be considered for the Alternate Realities programme as demonstrated through your completed submission form.

The primary contact listed in your submission form will be contacted about the status of your entry in early April 2016.

MARKETPLAYER

A selection of film submissions will be invited to participate in Doc/Fest's MarketPlayer. MarketPlayer is an online viewing library that is only accessible to Doc/Fest delegates. It gives your film access and great visibility to many programmers, buyers, decision makers and broadcasters who attend the festival and MeetMarket every year. Films on MarketPlayer will be available online and also at Doc/Fest's MarketPlayer on demand viewing station at Sheffield Doc/Fest. MarketPlayer will give a great opportunity for visibility and promotion of your film for potential acquisition and sales.

Only submitted films will be considered for MarketPlayer. If your film is not selected for the official programme but you are interested in participating in MarketPlayer please indicate this on your submission form. If you are selected for MarketPlayer you will be notified by late April 2016. Films which are selected in the programme will be included in MarketPlayer free of charge. For those films not selected in the programme, there will be a fee charged.

TECHNICAL GUIDELINES

Please note that we are only able to accept film submission on Vimeo or via file transfer.

Remember to provide a direct link to your film. Please make sure the video is accessible to Sheffield Doc/Fest until May 1st 2016. You must have completed your online film submission form in order for Sheffield Doc/Fest to view your film online. Links to films sent via email without a submission number will not be accepted.

Vimeo

1. Sign up for a Vimeo account. You may need to sign up for the 'Plus' account if you are uploading more than 500MB (1GB max on Vimeo Plus)
2. Follow Sheffield Doc/Fest <http://www.vimeo.com/user1490049>. Click 'follow', You must be signed on to your account to do this.
3. Upload your video. (Note: the uploading speed is often slow. Please allow 7-8 hours for your film to be fully uploaded.)

4. Change the privacy settings on your video (to the left of the screen) so that only 'my contact's' can view the video. You may also password protect your film. If so, please remember to provide the correct password in your submission form. If the password changes, please notify films@sidf.co.uk with the new password.
5. Please name your video the same as the title of your film.
6. PLEASE ENSURE THAT WHEN YOU FILL IN THE SUBMISSION FORM, YOU ENTER THE DIRECT LINK TO YOUR FILM AND PASSWORD IF REQUIRED.

File Transfer

Please specify on the Film Submission form which File Transfer Service you are using and also enter a URL. When you have completed your online form, send any login details to films@sidf.co.uk stating your submission number and film title.

Please make sure that film title matches the one submitted on your online form.

Downloads must be no bigger than 2.5GB

Doc/Fest will then download your film for viewing.

Films we receive through transfer are deleted after previewing.

DOC/FEST AWARD CATEGORIES

Sheffield Doc/Fest honours the best of our programme with several awards. All films and interactive projects selected for the official programme are considered for awards.

Films solely invited to the Doc/Fest's MarketPlayer are not eligible. The films for all awards are nominated by the Festival Director/CEO and the Director of Programming and Industry Engagement

- **Grand Jury Award**
Honours overall excellence in documentary filmmaking
- **Environmental Award**
Awarded to a film examining and addressing the world's environmental issues
- **Alternate Realities Award**
Awarded to a project that best exhibits innovation in format, style, technique or content and demonstrates an exemplary approach to production and/or subject

- **Tim Hetherington Award**
Awarded to one film in the programme that best displays humanist values, bravery in production and artistic endeavour
- **Youth Jury Award**
Awarded to a film that is most engaging for young audiences. Judged and presented by the Sheffield Doc/Fest youth jury.
- **Short Doc Award**
This award honours the short films in the Festival. These films are made by new and established filmmakers from around the world.
- **Student Doc Award**
Awarded to the best and most innovative documentary film school production made as part of film schoolwork.
- **Audience Award (Feature)**
Awarded to the most popular feature film in the official programme as voted by the audience
- **Audience Award (Short)**
Awarded to the most popular short film in the official programme as voted by the audience
- **Audience Award (Interactive Project)**
Awarded to the most popular interactive project in the official programme as voted by the audience