

SUBMISSION DEADLINES:

Early Bird Deadline March 31st £20 per film

Regular deadline May 23rd £25 per film

Late deadline June 2nd £40 per film

THE ORGANISATION

1. Encounters is the umbrella festival for Animated Encounters and Brief Encounters which together present one of the world's best-known showcases and meeting points for new and established international short film and animation talent.
2. Encounters Festivals Ltd is a not for profit registered charity that delivers the annual festival and all other yearly activity under the Encounters banner.
3. The 2017 festival takes place in Bristol, UK, between 19th – 24th September.
4. The final selection of all films presented at the festival and their placement in the programme is the responsibility of the Short Film Programmer for Brief Encounters and the Animation Programme Manager for Animated Encounters with the assistance of other programmers, the process is overseen by the Festival Director. The organisation of the event and programming of all other non-competitive elements is the responsibility of the core festival team.

ELIGIBILITY

5. The festival is open to short films of all production techniques, including animation, documentary, drama, experimental or artist film and hybrid work from low to high budgets.
6. The primary contact completing the submission process must be authorised to submit the film for consideration including permission from a distributor or sales agent representing the film and must have obtained necessary permissions for the inclusion of copyrighted music and/or images within the films. **With this submission, the applicant confirms that they possess all rights necessary for the screening of the submitted film at this film festival.**
7. Films must have been completed after 1st January 2016 with a maximum duration of 30 minutes including credits (except for certain awards which require a shorter duration).
8. Films previously submitted for competition to past editions of the festival are not eligible for re-submission, unless withdrawn prior to programme announcement or at the festivals discretion.
9. Films that have appeared in guest programmes at previous editions and completed after 1st January 2016 are still eligible to submit.
10. Encounters Festival does not require any premiere status.

REGISTRATION AND DATA PROTECTION

11. Before you can submit your film you will be asked to register your contact information and film details with one of our submission hosts: e.g., Festhome, Reelport or Withoutabox. These details will only be shared with Encounters. Encounters will ensure this information is NEVER used for anything other than direct contact from the festival or from the submission provider and this data will NEVER be shared with anyone else.

ENTRY FEES

12. There is a submission fee to enter your films to Encounters. These costs equate to the viewing and administration of the submission process and digital viewing library facilities. Reduced rates for multiple entries are offered (see 19-21).
13. Due to the submission platforms being run by third parties Encounters does not have the capability to apply refunds. Discounts and waivers must be sought before the films have been submitted.
14. The cost of submitting a film to the festival for 2017 remains at €25.
15. A separate application is required for each film submission.
16. The submission fee is only usually waived for single entries if the applicant resides in a less economically developed country and cannot afford to pay western fees (<http://www.unohrlls.org/en/ldc/25/>)

STUDENT ENTRIES

17. Entries created within educational institutions are accepted and are eligible for an additional award (see below).
18. If you are submitting from a college/university into the main competition it is strongly recommend that you submit your films collectively as an institute to receive a multiple entry discount (see below).

MULTIPLE ENTRIES

19. Applicants may enter as many films as they wish – if multiple entries are required please contact the festival office before you submit your films for instructions. Please note each entry requires a separate upload. **Multiple discounts and refunds cannot be applied retrospectively after the films have already been submitted.**
20. For educational institutions, film institutes, distributors or filmmakers who wish to submit multiple entries special discounted rates are available. The festival relies heavily on submission fees to be able to operate. We are aware that some educational institutions, film institutes and distributors struggle with this payment particularly regarding multiple entries and as a result we offer discounts. For a multiple entry discount please contact info@encounters-festival.org.uk
21. We have produced the template below as a guide to discounts that apply when submitting multiple entries at the standard submission rate. **We do not, in any way, wish to discourage an entry therefore this guide is by no means strict and further discounts may be negotiated.**

Number of Films	Cost for Entry (£)	% Discount	Reduced Cost for Multiple Entry (£)
1	25	0	25
2-10	50 - 250	50	25-125
11+	Contact Festival for fee		

DIGITAL SUBMISSIONS

22. Encounters has partnered with submission platforms to accept digital submissions. You are able to upload your film as a digital file via a secure external link through the respective websites once your registration details have been completed. Encounters guarantees that your film will never be used in anyway other to which you agree and will not be available online to the public.
23. Please ensure that your upload adheres to the specifications supplied via the submission platforms. It is the submitter's responsibility to ensure that the film uploaded/linked is viewable by the festival. Unwatchable submissions may be disqualified.
24. Films that are submitted directly to the festival will not be considered for selection, it is up to the applicant to ensure that the film is uploaded and submitted via the submission platforms. The festival is unable to return any screeners.
25. All films selected will be screened in our Digital Viewing Library during the festival and online for 6 months after the festival. The primary contact details given on the entry form will be published in the Festival Catalogue unless a distributor is identified. The library of selected films only will be available on a password protected site for accredited delegates for 6 months after the festival for industry purposes and will be promoted to and accessed by Festival Programmers, Distributors, Buyers, Commissioners and Sales Agents.
26. Please ensure all information entered with your submission at the point of submission is accurate. Your submission information including, but not limited to, director, length, genre, country of production and crew and cast information will be printed in the festival catalogue. By submitting your film you are confirming all information is accurate and suitable for print.
27. All festival entries may be stored in the festival archive and used for research and educational purposes. Encounters will never use a film that permission has not been granted for.

AWARD ELIGIBILITY

28. The festival is split into 2 competitive strands, **Animated Encounters** (animation only) and **Brief Encounters** (all short films except animation).
29. Eligibility for certain awards will be ascertained from the information received at the point of submission (e.g., country of production.)
30. The awards include:

<i>Animated Encounters Grand Prix</i>	-	€2,500 prize
<i>Animated Encounters British Award</i>	-	£1,000 prize
<i>Animated Encounters New Talent Award</i>	-	€1,000 prize
<i>Brief Encounters Grand Prix</i>	-	€2,500 prize
<i>Brief Encounters British Award</i>	-	£1,000 prize
<i>Brief Encounters New Talent Award</i>	-	€1,000 prize
<i>Audience Award</i>	-	€500 prize

All awards are subject to change.

ACCREDITATION

31. Encounters is accredited by the **Academy of Motion Picture Arts and Sciences®**. The two Grand Prix winning films will be eligible for consideration for the **Academy Awards®** (If a documentary is selected for the Brief Grand Prix Award unfortunately it cannot compete at the Academy Awards due to their eligibility criteria. It will still be eligible for all other aspects of the prize).
32. Encounters is also accredited as a nominating festival for the **European Film Academy** and the **Cartoon d'Or**.
33. The festival is recognised as a qualifying event for the **British Academy of Film and Television Arts (BAFTA)** short film and animation awards.

FOREIGN LANGUAGE FILMS

34. If the original language of dialogue or text featured in the film is not English, the preview and screening copy must be subtitled in English.

SELECTION PROCESS

35. A film's success is dependent not on its budget or length, but on its core vision and the creativity/efficiency with which it communicates that vision. Programs consist of these diverse visions assembled in an order and rhythm so that even in contrast each is mutually complimentary.
36. Successful entrants will be notified of their inclusion in the festival by the end of June 2017. Those entrants who have not been successful will also receive email notification at this time.
37. ALL programming selections are at the discretion of the festival curation team and their decision is FINAL.
38. After selection, notification letters will be sent electronically to the submitter; please provide an email address that is checked regularly and ensure that the user account info@encounters-festival.org.uk is added to your address book.
39. Due to the large number of submissions that the festival receives we are unable to give comments on individual films prior to submission or offer feedback for unsuccessful entries.

FESTIVAL SCREENINGS

40. If your entry is chosen for the programme, you will be asked to supply DCP or a 35mm print for screening at the festival.
41. If you have neither of these formats the festival can create a DCP for you from a Pro-Res file for a fee.
42. There are no fees for participating in the festival. Participants are not entitled to claim rental or other fees for screenings at the festival.

TOURING PROGRAMMES

43. The festival creates Touring Programmes from films within the competition, if your film is selected for any of these programmes you will be asked to agree to the touring programme when agreeing confirmation of availability.
44. These programmes may also include some financial reimbursement and be subject to separate agreements.
45. It is possible that your film may be selected for a touring programme only and not the competitive programme.

PUBLICITY

46. Stills and clips of selected films (under 10% of the total length of the film*) will be used for Encounters publications, festival trailer, press and TV coverage, they may also be screened as part of preview screenings to promote the event.
47. The festival will publish the email for a previously agreed contact (usually the Primary Contact) and/or Distributor on the Digital Viewing Library and in the festival catalogue.

STILLS SPECIFICATION

48. You will be asked to upload a still when submitting your film online. Specifications: *Jpeg, 300 DPI, Min. 5cm Width and Please: No jpegs compressed for websites.* If you are unable to upload a still you can send an image by e-mail to info@encounters-festival.org.uk

49. Additional material such as press packs and production information are not required at this stage and should not be included.

SUBMISSION AGREEMENT

50. At the point of payment on your submission you will be asked if you have read and agreed with the Terms and Conditions laid out in this document. By agreeing to proceed with your submission you are agreeing to these Terms and Conditions and your application can then be processed. Entry of a film is binding and implies acceptance of these regulations.
51. Please ensure all details, descriptions and information is as accurate as possible at time of submission. The information submitted to the submission platform will be used both in the online programme and in the printed catalogue, and by submitting your information you are confirming that the information is correct and authorised to be published if your film is selected. If requested later amendments will be made if possible, but this is not guaranteed.
52. In the event of disagreement concerning the interpretation of the regulations, the interpretation of the festival will take precedence.
53. Failure to comply with these Terms and Conditions may result in the submission being disqualified.
54. These regulations are subject to change without prior notice.

DELIVERY INSTRUCTIONS FOR SELECTED FILMS

55. Screening copies being sent to the UK from Non-EU countries, must be accompanied by the necessary customs documentation / proforma invoice. When arranging delivery you must ensure that all import and export charges associated with the film are paid. It is advised that the stated value of the package is listed as being no more than 10 euros for customs purposes. Costs arising from wrongful declarations will be charged to the account of the sender. Packages should be marked; *'ON TEMPORARY LOAN - NO COMMERCIAL VALUE - FOR CULTURAL PURPOSES ONLY'*
56. Screening copies should be sent in packages marked 'Submission' addressed to:
Encounters Festivals Ltd
c/o Watershed, 1 Canon's Road
Bristol, BS1 5TX
UK
57. The cost of dispatching the print or screening copy to Encounters is to be paid by the sender. The cost of shipping the print or screening copy from the festival will be paid for by Encounters Short Film and Animation Festival. If the print or screening copy is sent via a third party, the entrant should inform the third party of the freight regulations of Encounters.
58. It is the responsibility of the owner of the screening copy to ensure adequate insurance coverage for both inward and outward shipment. During the festival, all screening copies are insured by the festival.
59. Film prints and screening copies should arrive at the festival office on or before 22 August 2017, unless otherwise agreed with the festival.
60. The return destination for the screening copies, or change thereof, must be specified before the end of the festival, otherwise the festival reserves the right to return the screening copy to the contact address as specified during submission.

VISITING THE FESTIVAL

61. The festival would like to arrange for as many filmmakers in competition as possible to visit the festival. Regrettably, no matter how much we would like to cover the hotel and transport costs, the festival is restricted by budget constraints and support is prioritised for International travels as their costs are prohibitively higher. More information will be provided to successful applicants.

***In accordance with 'A short film festival's Code of Ethics' as drawn up by the International Short Film Conference 1995.**