

### SUBMISSION DEADLINES:

**Films completed in 2015 - Monday 29<sup>th</sup> February 2016**

**Films completed in 2016 - Monday 2<sup>nd</sup> May 2016**

**UK Students only - Monday 6<sup>th</sup> June 2016**

### THE ORGANISATION

1. Encounters Short Film and Animation Festival 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 2016 festival takes place in Bristol, UK, between 20<sup>th</sup> – 25<sup>th</sup> 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 1<sup>st</sup> January 2015 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Films previously submitted for competition to past editions of the festival are not eligible for re-submission, unless withdrawn prior to programme announcement or at the festivals discretion.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 Encounters Festivals and completed after 1<sup>st</sup> January 2015 are still eligible to submit.
10. Encounters Festival does not require any premiere status but note that this may come into consideration during the selection process.

### REGISTRATION AND DATA PROTECTION

11. Before you can submit your film you will be asked to register your contact information and film details with Reelport. 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 Reelport 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. We offer reduced rates for multiple entries.
13. Encounters does not have the facility 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 2016 remains €25.
15. A separate entry form and additional entry fee 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 simply 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 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 do offer discounts for multiple entries. For a multiple entry discount please contact [info@encounters-festival.org.uk](mailto:info@encounters-festival.org.uk)
21. We have produced the template below as a guide to discounts that apply when submitting multiple entries. **We do not, in any way, wish to discourage any entry therefore the 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
2-3	50-75	25	37.50 – 56.25
4	100	50	50
5	125	50	62.50
6	150	50	75
7	175	50	87.50
8	200	50	100
9	225	50	112.50
10-14	250-350	50	125-175
15+	375	50	187.50

### DIGITAL SUBMISSIONS

22. Encounters has partnered with Reelport to accept digital submissions. You are able to upload your film as a digital file via a secure external link through the Reelport website 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 Reelport: [Reelport FAQ's](#)
24. Encounters strongly recommend that you submit your films digitally as this provides better quality for the preselection process and digital viewing library. It is possible to submit via DVD however there is an additional cost (€5) paid to Reelport due to the necessary administration and technical set-up used to digitise your film.
25. Films that are submitted directly to the festival on DVDs will not be considered for selection, it is up to the applicant to ensure that the film is uploaded and submitted via Reelport. The festival is unable to return any DVD screeners.
26. All films submitted will be screened in our Digital Viewing Library during the festival and online for 6 months after the festival. This facility is extensively used by festival delegates including international buyers/distributors/programmers. The primary contact details given on the entry form will be published in the Film Market 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.
27. Please ensure all information entered with your submission on Reelport 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.

28. All festival entries may be stored in the festival archive and used for research and educational purposes. Encounters will never use a film that that permission has not been granted for.

### AWARD ELIGIBILITY

29. The festival is split into 2 competitive strands, **Animated Encounters** (animation only) and **Brief Encounters** (all short films except animation).
30. Eligibility for certain awards will be ascertained from the information received at the point of submission (e.g., eligibility for British Award determined by country of production.)
31. The awards will 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   |
| <i>Documentary Award</i>                    | - | €500 prize   |
| <i>Music Video Award</i>                    | - | €500 prize   |
| <i>Children's Jury' Award</i>               | - | €500 prize   |
- DepicT! Awards (details at [www.depict.org](http://www.depict.org))*  
**All awards are subject to change.**

### ACCREDITATION

32. Encounters is accredited by the **Academy of Motion Picture Arts and Sciences®**. Winning films of the Animated Encounters Grand Prix and the Brief Encounters Grand Prix will be eligible for consideration for the **Academy Awards®**.
33. 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.
34. Encounters is also accredited as a nominating festival for the **European Film Academy** and the **Cartoon d'Or**.
35. 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

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

### SELECTION PROCESS

37. 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.
38. Successful entrants will be notified of their inclusion in the festival by the end of June 2016. Those entrants who have not been successful will also receive email notification at this time.
39. All films are viewed by more than one person to be given a non-subjective decision but after that ALL programming selections are at the discretion of the Short Film Programmer and the Animation Programme Manager and their decision is FINAL.
40. 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](mailto:info@encounters-festival.org.uk) is added to your address book.
41. 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

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

### TOURING PROGRAMMES

45. 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.
46. These programmes may also include some financial reimbursement and be subject to separate agreements.
47. It is possible that your film may be selected for a touring programme only and not the competitive programme.

### PUBLICITY

48. In addition to the reproduction of stills and clips of selected films (under 3 minutes or 10% of the total length of the film\*) for all Encounters publications, festival trailer, press and TV coverage, they may also be screened as part of preview screenings to promote the event.
49. The festival will publish the email and telephone number for a previously agreed contact (usually the Primary Contact) and Distributor on the Digital Viewing Library. This contact will also appear in the festival catalogue of all films selected for the programme and potentially pass on to other agreed distribution and/or festival partners for further branded programming and the benefit of the film and filmmaker.

### STILLS SPECIFICATION

50. You will be asked to upload a still when submitting your film online which will be used for all promotional material including the festival catalogue and Digital Viewing Library. If you are unable to upload a still you can send an image by e-mail to [info@encounters-festival.org.uk](mailto:info@encounters-festival.org.uk) please ensure if you are emailing an image it is no larger than 1MB and the email subject is clearly marked with your film name.
51. Additional material such as press packs and production information are not required at this stage and should not be included.
52. Please ensure that your still adheres to the below specifications:  
*File Format: Jpeg, 300 DPI, Min. 5cm Width (Festival Brochure and Website Campaign), Min. 15cm Width (Inclusion in Press Campaign)*  
*Please: No jpegs compressed for / from websites*

### SUBMISSION AGREEMENT

53. 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.
54. Please ensure all details, descriptions and information is as accurate as possible at time of submission. The information submitted to Reelport will be used both in the online programme and in the printed catalogue, and by submitting your information to Reelport 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.
55. In the event of disagreement concerning the interpretation of the regulations, the interpretation of the festival will take precedence.
56. Failure to comply with these Terms and Conditions may result in the submission being disqualified.
57. These regulations are subject to change without prior notice.

### DELIVERY INSTRUCTIONS FOR SELECTED FILMS

58. 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'**
59. 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**

60. 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.
61. 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.
62. Film prints and screening copies should arrive at the festival office on or before 19 August 2016, unless otherwise agreed with the festival. In exceptional circumstances a later date can be arranged but films will be disqualified if received after 19 September 2015.
63. The return destination for the screening copies, or change thereof, must be specified before the end of the festival, i.e. 25<sup>th</sup> September 2016, otherwise the festival reserves the right to return the screening

copy to the contact address as specified during submission.

### VISITING THE FESTIVAL

64. 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. We offer two nights accommodation only but try to seek support from local cultural attaches and embassies. For the UK filmmakers we are able to arrange discounts at local hotels as well as seek out private accommodation with local hosts. 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.**

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[www.encounters-festival.org.uk](http://www.encounters-festival.org.uk) / [www.depict.org](http://www.depict.org)

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