

RULES AND REGULATIONS of the International Short Films Competition

I. Formula and mission of the Festival:

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CINEMA FORUM - International Short Film Festival, hereinafter called the "**Festival**", is an event presenting short films from around the world. The **Festival** combines artistic, cultural, and educational aspects in its program formula. The **Festival** features premieres, panels on new technologies in the film industry, specialized film workshops, and meetings with prominent artists and authorities in Polish and global cinema. The mission of the **Festival** is to showcase the multidimensionality of the phenomenon that is short film and how it takes shape in different parts of the world.

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The objective of the **Festival** is to:

1. support the development of film creativity.
2. present the work of short film creators from around the world.
3. provide artistic education for both young people and adults, with a special focus on disadvantaged youth.
4. promote film education as a method of cultural dissemination among young people.
5. popularize valuable cinematic art.
6. promote and honor films with exceptional artistic merits.
7. promote the city of Warsaw through the initiation of innovative artistic and cultural activities.

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The programme of the **Festival** consists of:

1. film competitions – among the others **International Short Films Competition**, hereinafter called the "**Competition**";
2. film workshops and trainings;
3. meetings of filmmakers with the audience;
4. free film screenings;
5. supporting and special events.

II. Date and place of the Festival:

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The **Festival** is a recurring event, taking place annually in Warsaw, at the location and date specified by the Management Board of the FILMFORUM Association.

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The Management Board of the FILMFORUM Association is obligated to make the location and date of each subsequent edition of the **Festival** known to the public and to publish this information on the website: www.cinemaforum.pl, with at least a 90-day advance notice.

III. Organizers of the Festival:

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All financial copyrights to the formula and artistic concept of the **Festival** (full name: **CINEMA FORUM - International Short Film Festival**) are reserved to the FILMFORUM Association hereinafter called the **Organiser**.

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The **Festival's Management** is in charge of all aspects related to the preparation and conduct of the **Festival** and has a casting vote of a disputable issues, not included in the **Regulations** or requiring an additional interpretations.

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To oversee the substantive and organizational work related to realization of the **Festival**, the **Management Board of the FILMFORUM Association** appoints the Organizing Committee consisting of:

1. members of the **Management Board of the FILMFORUM Association**,
2. **Festival's Management**,
3. Other persons and institutions invited by the **Management Board of the FILMFORUM Association** which make important contribution to preparation and realization of the **Festival**.

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The **Organiser** invites to co-organising of the **Festival** a governmental, social and private organisations which intend to provide the organisational, substantive, material or financial support for the **Festival**.

IV. The rules for the film submissions to the Competition:

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1. The rules of participation in the annual editions of the **Competition** are defined exclusively in these **Regulations**. All promotional materials serve solely as informational purposes.
2. The film submission to the **Competition** means unconditional agreement for these **Regulations**.

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1. In the **Competition** may participate all feature films (including animations) belonging to all kinds of film categories. The subject of the film is optional.
2. The following films will not be eligible for participation in the **Competition**:
 - a) produced more than 24 months prior to the closing date of submissions for a given edition of the **Festival**;
 - b) previously participated in the competitive screenings of previous editions of the **Festival**;
 - c) produced with the involvement of members of the **Qualification Committee**, Competition Jury, or representatives of the **Organizer**.
3. The screening time of films submitted to the **Competition** should not exceed 40 minutes.

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1. The films may be submitted to participate in the **Competition** by the legal or natural persons (hereinafter called the **Applicant**) that have full capacity to enter into legal transactions and right to dispose of the submitted film at the day of joining the **Competition**. In the **Competition** may also participate groups of persons, submitting film as the collective **Applicant**. In that case they will be treated as co-authors of the submitted film.
2. Each **Applicant** may deliver unlimited number of the films.
3. The film submission is free of charge. The postal charges of sending the application form are covered by the **Applicant**.

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A formal condition for submitting a film to the **Competition** is:

1. publishing the film on-line, in the Internet service VIMEO (access to film shall be secured by a password) or in other service presenting video materials and putting a link to the film (with the password) in a correct place in the **ENTRY FORM**.
2. delivering to the **Organiser** completed **ENTRY FORM** within the time frame determined each year by the **Management Board of the FILMFORUM Association** (at the pre-selection stage, it is enough to submit the **ENTRY FORM** electronically).

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Submitting a film for participation in the **Competition** is done as follows:

1. **ENTRY FORM**, available on the website should be carefully filled by the **Applicant**:

<https://cinemaforum.pl/en/film-entry-form/>

2. After completing and submitting the **ENTRY FORM** on the website, the generated PDF will be delivered to the email address given in the **ENTRY FORM**.
3. The **Applicant** for the electronic version of the **ENTRY FORM** should attach:
 - a) frame illustrating the submitted film (minimum size: 1920x1080 px, resolution: 300 dpi),
 - b) director's photo (minimum size: 1500x1000 px, resolution: 300 dpi),
 - c) fragment of the film (approx. 30 seconds) or a trailer in the form of a ProRes file or H.264 file.
4. The **Applicant** agrees to the publication of the materials indicated in points 3a, 3b and 3c in the information materials about the **Festival** (eg the **Festival** catalog, the **Festival** website, promotional materials).
5. At the stage of selecting films for the **Competition**, no paper documents are required.
6. The deadlines for submitting **ENTRY FORMS** for each edition of the **Festival** are determined annually by the **Management Board of the FILMFORUM Association**. These deadlines are final and non-negotiable.

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1. The link to the shared on-line film must be available up to announcement by the **Organiser** a list of films selected to participate in the **Competition**.
2. Technical quality of the film will be one of the criteria of admission to participate in the **Competition**.
3. In exceptional cases, the **Applicant** may deliver working copy of the film after the **Festival** organizational office approval.
4. Each film should have the opening and the ending (title, names of authors).
5. **Films produced in language other than English should have English subtitles.**

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1. The **Applicant** take full responsibility for compliance with the truth of data included in the **ENTRY FORM**.
2. Copyrights of film submitted to participate in the **Competition** must not be limited, or infringe neither copyrights nor third-party personal rights.
3. The **Organiser** acts in good faith and do not take responsibility in case of the concealment of any information related to legal standing of the film submitted to the **Competition**. In this case all consequences and legal costs arising from the potential claims will be suffered by the **Applicant**.

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1. Pre-selection of the films submitted to the **Competition** will be established by **Qualifying Committee**, appointed by the **Organiser**.
2. Information regarding the results of the **Committee's** work, mentioned in point 1, will be published on the **Festival's** website (www.cinemaforum.pl) at least 30 days before the annual deadline set by the **Management Board of the FILMFORUM Association** for the **Festival's** implementation.

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The **Festival's Management** reserves the right to invite selected films to the **Competition**. Films invited by the **Festival's Management** are not subject to the pre-selection procedure.

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1. If a film is qualified for the **Competition**, the **Applicant** must print and sign the **ENTRY FORM** and deliver it to the **Organizer** in paper form together with an **RELEASE PRINT** of a film qualified for the **Competition**.
2. The **RELEASE PRINT** and the **ENTRY FORM** should be delivered to the **Organizer** at the expense of the **Applicant**, at least 7 days before the annual **Festival** implementation deadline set by the **Management Board of the FILMFORUM Association** for the **Festival's** implementation to the

following address:

FILMFORUM Association
gen. Wladyslawa Andersa 35,
00-159 Warsaw, Poland
with the postscript: "CINEMA FORUM – international competition"

3. During competition screenings releasing films from the following carriers is allowed: DCP, Blu-Ray or ProRes (MOV format, encoding ProRes 422 or HQ in resolution Full HD 1920x1080 or SD, stereo sound).

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1. The **Applicant** consents to promoting the film and its authors by publishing the logo, portfolio, jingle or other audio-visual composition on TV, radio or the Internet.
2. The **Organizer** reserves the right to publish parts of the competition films (up to 50 sec.) on TV, radio and the Internet as a promotional campaign of the **Festival**.
3. The **Applicant** consents to personal data processing and presentation for the purposes of promoting a film on TV, radio, the press, the Internet and other purposes during the **Festival**.
4. The administrator of personal data is the **Organizer** (FILMFORUM Association based ul. gen. Wladyslawa Andersa 35, 00-159 Warsaw, Poland, VAT ID / NIP: 778-141-37-39, Stat. No / REGON: 634536362).
5. Personal data processing will be conducted in accordance with Regulation (EU) 2016/679 Of The European Parliament And Of The Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
6. The Administrator of personal data appointed the Data Protection Supervisor who inspect correctness of data processing and is available to contact via e-mail: rodo@filmforum.pl.
7. The **Applicant's** personal data will be processing for the purposes of organisation of the **Festival** and for marketing purposes. The data will be processed until the obligation to store them expires resulting from the provisions of law, in particular the obligation to store formal documents related to the organization of the **Festival** and in connection with the implementation of activities related to the operation, promotion and dissemination of the film submitted for participation in the **Festival**.
8. In connection with personal data processing by the **Organizer**, natural persons have the following rights: access to data, correction of data, deletion of data, limitation of data processing, lodging a complaint to the processing of personal data, transfer of personal data and lodging a complaint to the supervisory body.

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By submitting a film to participate in the **Competition**, the **Applicant** consents to its two public presentations as the competition and special screenings.

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1. The rules of the film print transport:
 - a) delivering of copies is at the expense of the **Applicant**,
 - b) films stored on hard disks will be returned to the address given in the **ENTRY FORMS** within 30 days from the end of the **Festival**, at the expense of the **Festival**,
 - c) films recorded on Blu-ray will not be returned and they will remain in the **Festival** archives.
2. The **Applicant** consents to storage Blu-ray copies by the **Organiser** for the archiving purposes.
3. In case of films recorded by a hard discs, the **Organiser** takes responsibility for the carriers only from time of receipt copy to time of send back. Responsibility applies exclusively to the data carrier, not its content.

V. Awards:

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1. Films qualified to each of the annual edition of the **Competition** will be assessed by Jury consisting of professional filmmakers, television makers and specialists in the field of dissemination of the culture and by the audience of the **Festival**. Decisions of the **Qualifying Committee** and the **Festival** verdicts are final and indisputable.
2. As the regulation award is given: the GRAND PRIX for the best film in the **Competition**.
3. Taking into account the categorical and thematic diversity of the films, Jury may establish the Special Awards and Prizes, agreeing its amount with the **Festival's Management**.
4. The audience admits the Audience Award - by the plebiscite according to the rules established separately by the **Organiser**.
5. Other awards beyond the Regulations, funded by private persons, the institutions and organisations may be presented in consultation with the **Festival's Management**.

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1. The winners have no rights to change a material prizes into the benefit in cash, to make the division of awards, or to any other change of an award. The winners of the **Competition** must not give away rights to take the prize for any third persons.
2. In the event of receiving a financial award, the condition for its payment is the submission of the Laureate's personal data, bank account number, and bank name to the **Organizer** within a maximum of 14 days from the date of the conclusion of a given edition of the **Festival**.

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1. Within the **Festival** the Jan Machulski Awards will be granted. These awards were established for short films and they are the most prestigious Polish film awards dedicated to the creators of this type of cinema.
2. The Jan Machulski Awards are awarded in the following categories:
 - a) Best Film (award for director and producer);
 - b) Best Director;
 - c) Best Screenplay;
 - d) Best Cinematography;
 - e) Best Editing;
 - f) Best Actress;
 - g) Best Actor;
 - h) Best Animation
 - i) Best Documentary.
3. The Jan Machulski Awards are awarded on a separate basis, regulated by regulations available on the website: www.janmachulski.pl.

VI. Participation in the Festival:

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1. Admission to the screenings and events of the **Festival** is free of charge.
2. The **Organizer** provides free accommodation (hotel stay) for two members of the crew of each film qualified for participation in the **Competition**. The **Applicant** is obligated to appoint the individuals authorized to represent the film at the **Festival** at least 7 days before the **Festival's** implementation deadline set by the **Management Board of the FILMFORUM Association**.

VII. Other Festival sections and competitions:

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Within the **Festival** film education programs are organized - workshops and film trainings. The rules of recruitment and participation in these points of the programme will be under separate procedures published on the website: www.cinemaforum.pl.

VIII. Other information about the Festival:

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Detailed information about the **Festival** is provided by the Organisation Office:

FILMFORUM Association
gen. Wladyslawa Andersa 35
00-159 Warsaw, Poland
tel.: +48 22 392 03 21
e-mail: info@filmforum.pl

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These **Rules and Regulations** are available on the **Festival** website: www.cinemaforum.pl.

the Management Board of the FILMFORUM Association
19.09.2023