

## Rules and Regulations of the International Short Film Competition

### I. Formula and mission of the Festival:

#### §1

**CINEMAForum - International Short Film Festival**, hereinafter referred to as the "**Festival**", is an event presenting short films from around the world. The **Festival** incorporates artistic, cultural and educational aspects in its programmatic structure. The **Festival** features premiere screenings, panels discussing innovations in the film industry, specialised film workshops, as well as meetings with recognised artists and authorities of Polish and international cinema. The mission of the **Festival** is to show the multidimensionality of the phenomenon of short films and how they are made in different parts of the world.

#### §2

The objective of the **Festival** is:

1. to support the development of film art;
2. to present film achievements of short film creators from around the world;
3. to provide art education for youth and adults, in particular youth with low opportunities;
4. to popularise film education as a method of culture dissemination among the youth;
5. to popularise valuable film art;
6. to promote and award films with special artistic values;
7. to promote the city of Warsaw by initiating innovative artistic and cultural activities.

#### §3

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

1. film competitions – including the **International Short Film Competition**, hereinafter called the "**Competition**";
2. film workshops and training sessions;
3. meetings of filmmakers with the audience;
4. open film screenings;
5. accompanying events and special events.

### II. Date and place of the Festival:

#### §4

The **Festival** is a cyclical event, held annually in Warsaw, at a location and date designated by the **Board of the FILMFORUM Association**.

#### §5

The **Board of the FILMFORUM Association** is obliged to publicly disclose the location and the date of each subsequent edition of the **Festival** to the public as well as to publish this information on the website: [www.cinemaforum.pl](http://www.cinemaforum.pl), each time with a minimum of 90 days' notice.

### III. Organisers of the Festival:

#### §6

All proprietary copyrights to the formula and the artistic concept of the **Festival** (full name: "**CINEMAForum - International Short Film Festival**") are owned by the FILMFORUM Association, hereinafter called the "**Organiser**".

#### §7

The **Festival Directorate** is in charge of all aspects related to the preparation and conduct of the **Festival** and has the decisive vote in disputes, not included in the **Regulations** or requiring additional interpretations.

#### §8

To supervise the substantive and organisational work related to the realisation of the **Festival**, the **Board of the FILMFORUM Association** appoints the Organising Committee, consisting of:

1. members of the **Board of the FILMFORUM Association**;
2. the **Festival Directorate**;
3. other persons and institutions invited by the **Board of the FILMFORUM Association**, making a significant contribution to the preparation and realisation of the **Festival**.

#### §9

The **Organiser** invites state, social and private organisations to participate in the organisation of the **Festival** with the intention of organisational, material or financial support.

### IV. Rules for submitting film to the Festival competition:

#### §10

1. The terms of participation in the annual editions of the **Competition** are exclusively defined in these **Regulations**. All promotional materials or advertisements are of informative character only.
2. The submission of a film for participation in the **Competition** implies unconditional acceptance of the provisions outlined in these **Regulations**.

#### §11

1. The **Competition** is open to all feature films (including animated films) representing all film forms and genres. The theme of the films is arbitrary.
2. A film will not qualify for the **Competition** if:
  - a) it was produced more than 24 months prior to the closing date of the call for entries for a particular edition of the **Festival**;
  - b) it participated in the **Competition** screenings of previous editions of the **Festival**;
  - c) it was produced with the involvement of members of the **Qualification Committee, Competition Jury**, or representatives of the **Organiser**.
3. The screening time of films submitted for participation in the **Competition** should not exceed 40 minutes.

#### §12

1. The films may be submitted for participation in the **Competition** by the legal or natural persons (hereinafter called the **Applicant**) who have full legal capacity to enter into legal transactions and right to dispose of the submitted film on the day of joining the **Competition**. The **Competition** is also open to groups of individuals, entering as the collective **Applicant**. In such case, they will be treated as co-authors of the submitted films.
2. Each **Applicant** may submit unlimited number of the films.
3. The film submission is free of charge. The **Applicant** is responsible for covering any expenses associated with the submission.

#### §13

The formal requirements for submitting a film to the **Festival** is:

1. publishing the film on-line, on any Internet platform presenting film materials, in the form of a link inaccessible to casual viewers (access to the film should be password-protected), and inserting the link to the film (along with the password) in the appropriate field in the **ENTRY FORM**;
2. submitting the electronic **ENTRY FORM** to the **Organiser** within the time frame determined each year by the **Board of the FILMFORUM Association** (at the pre-selection stage, it is required to submit the **ENTRY FORM** only electronically).

#### §14

The submission of a film for participation in the **Competition** takes place in the following manner:

1. **ENTRY FORM** must be carefully completed on the website:

<https://www.cinemaforum.pl/preselection/>

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** should attach to the electronic version of the **ENTRY FORM** the following:
  - a) the frame illustrating the submitted film (minimum size: 1920x1080 px, resolution: 300 dpi),
  - b) director's photo (minimum size: 1500x1000 px, resolution: 300 dpi),
  - c) excerpt 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 pre-selecting films for the **Competition**, no paper documents are required.
6. The deadlines for submitting films for each edition of the **Festival** are set annually by the **Board of the FILMFORUM Association**. These deadlines are final and non-negotiable.

#### §15

1. The link to the film published on-line must be valid until the **Organiser** announces the list of films qualified for participation in the **Competition**, and in the case of films qualified for the **Competition**, until the last day of the respective edition of the **Festival**.
2. The technical quality of the film is one of the criteria of admission to participate in the **Competition**.
3. In exceptional cases, the **Applicant** may deliver a workprint of the film for preselection purposes, upon previous consultation with the **Festival** Organisational Office.
4. Each film should have the opening and the ending credits (title, names of creators).
5. **Films made in a language other than English should have English subtitles.**

#### §16

1. The **Applicant** accepts full responsibility for the correctness and truthfulness of information provided in the **ENTRY FORM**.
2. Copyrights of the film submitted for participation in the **Competition** must not be limited in any way. Additionally, they must not infringe third party copyrights or personal rights.
3. The **Organiser** acts in good faith and disclaims responsibility in case of concealment of any information related to legal standing of the film submitted to the **Competition**. In such case, all consequences and costs of legal services resulting from possible claims for infringement of the right of third parties shall be borne by the **Applicant**.

#### §17

1. The films submitted for participation in the **Competition** will be evaluated by the **Qualification Committee** appointed by the **Organiser** each year.
2. Information on the results of the work of the **Committee** indicated in paragraph 1 will be published on the **Festival's website** ([www.cinemaforum.pl](http://www.cinemaforum.pl)) at least 30 days prior to the date set each year by the **Board of the FILMFORUM Association** for the implementation of the **Festival**.

#### §18

The **Festival Directorate** reserves the right to invite selected films to participate in the **Competition**. Films invited by the **Festival Directorate** are not subject to the pre-selection procedure.

#### §19

1. In the case of qualifying a film to participate in the **Competition**, the **Applicant** is required to sign the **ENTRY FORM** and deliver it to the **Organiser** at least 14 days prior to the date set each year the **Board of the FILMFORUM Association** for the implementation of the **Festival**:
  - a) in electronic form to the following e-mail address: **info@filmforum.pl** (for electronically signed documents),
  - b) in paper form (for documents signed by hand) to the following address:

**FILMFORUM Association**  
**gen. Wladyslawa Andersa 35,**  
**00-159 Warsaw, Poland**  
**with the postscript: "CINEMAFORUM"**

2. **THE SCREENING COPY OF THE FILM** should be delivered to the **Organiser** by e-mail or in the form of a post (at the cost of the **Applicant**), at least 14 days prior to the date set each year by the **Board of the FILMFORUM Association** for the implementation of the **Festival** to the following address:

**FILMFORUM Association**  
**gen. Wladyslawa Andersa 35,**  
**00-159 Warsaw, Poland**  
**with the postscript: "CINEMAFORUM"**

#### §20

Films qualified for the **Competition** can be screened from the following carriers: DCP, Blu-Ray or ProRes (MOV format, encoding ProRes 422 or HQ in resolution Full HD 1920x1080 or SD, stereo sound).

#### §21

1. The **Applicant** consents to promoting the film and its authors by publishing the logo, portfolio, jingle or other audiovisual composition on TV, radio or the Internet.
2. The **Organiser** 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 the processing and presentation of personal data for the purposes of promoting a film on TV, radio, press, Internet platforms during the **Festival**.
4. The Administrator of personal data is the **Organiser** (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 inspects the correctness of data processing and is available to contact via e-mail: [rodo@filmforum.pl](mailto:rodo@filmforum.pl).
7. The personal data of the **Applicant** will be processed for the purposes of organisation of the **Festival** and for marketing purposes. The data will be processed until the obligation to store them expires as mandated by the legal provisions, in particular the obligation to store formal documents related to the organisation of the **Festival** as well as in connection with the 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 **Organiser**, natural persons have the following rights: access to data, rectification of data, deletion of data, restriction of data processing, lodging a complaint against the processing of personal data, data portability and lodging a complaint to the supervisory authority.

#### §22

The **Applicant**, by submitting a film for participation in the **Competition**, simultaneously agrees to two free of charge public screenings of the film during the **Competition** and special screenings.

### §23

1. The film copies submitted for the **Competition** shall be transported as follows:
  - a) carriers containing the films are sent at the cost of the **Applicant**,
  - b) films stored on hard disks will be returned to the address given in the **ENTRY FORMS** within 30 days after the end of each edition 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 the case of films stored on hard discs drivers, the **Organiser** assumes responsibility for the media only from time of receipt of the copy to the moment of its return. This responsibility applies solely to the data carrier and not its content.

## V. Awards:

### §24

1. Films qualified for each of the annual editions of the **Competition** will be judged by the Jury which consists of professional filmmakers, TV creators and experts in the field of cultural promotion. Films qualified for the **Competition** will also be judged by the audience of the **Festival**. The decisions of **Qualification Committee** and **Festival** verdicts are final and indisputable.
2. The following statutory award is established: the GRAND PRIX for the best film in the **Competition**.
3. Considering the genre and thematic diversity of the **Competition** films, the Jury may award Special Prizes and Distinctions, agreeing on their number and form with the **Festival Directorate**.
4. The audience awards the Audience Award through a voting, according to the rules established in a separate procedure by the **Organiser**.
5. Other non-statutory awards funded by private persons, institutions or organisations may be awarded upon consultation with the **Festival Directorate**.

### §25

1. The winners have no rights to convert material prizes into cash, share awards or change awards in any other way. The winners of the **Competition** are not allowed to transfer the right to claim the prize to third parties.
2. In case of receiving a financial prize, the condition for its payment is to provide the **Organiser** with the Winner's personal data, bank account number and bank name within a maximum of 14 days from the date of the end of the respective edition of the **Festival**.

### §26

1. As part of the **Festival**, the winners of the Jan Machulski Awards will be announced. The awards were created for filmmakers making short films. They are the most prestigious Polish film awards dedicated to the short film creators.
2. The Jan Machulski Awards are given during the **Festival** 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 Animated Film",
  - i) "Best Documentary Film".
3. Nominations to the Jan Machulski Awards are given through a separate procedure, regulated by rules available on the website: [www.janmachulski.pl](http://www.janmachulski.pl).

#### VI. Personal participation in the Festival:

##### §27

1. Admission to the screenings and events of the **Festival** is free of charge.
2. The **Organiser** provides a free stay (accommodation at the hotel) for two persons from the crew of each film qualified to participate in the **Competition**. The **Applicant** is obliged to indicate the persons authorised to represent the film at the **Festival** at least 7 days before the date set by the **Board of the FILMFORUM Association** for the implementation of the **Festival**.

#### VII. Other programme sections and competitions of the Festival:

##### §28

The Festival features film education programmes – film workshops and training sessions. The rules of submission and participation in the film education programmes are set out in separate regulations which are published annually on the website: [www.cinemaforum.pl](http://www.cinemaforum.pl).

#### VIII. Additional information about the Festival:

##### §29

In matters not covered by these Regulations, the provisions of the Civil Code, the Act on Copyright and Related Rights and other generally applicable provisions of law shall apply.

##### §30

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

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

##### §31

These **Regulations** are available on the **Festival's** website: [www.cinemaforum.pl](http://www.cinemaforum.pl).

*the Management Board of the FILMFORUM Association*  
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