

Guidelines and Conditions

By submitting your film, you agree to the Festival's submission guidelines and its conditions.

1. About the festival

The Ji.hlava International Documentary Film Festival is a significant European festival featuring artistic and critically reflective documentary work. The 25th Ji.hlava IDFF will take place from October 26th to October 31st, 2021 both in an online format and in person in Jihlava.

2. Film submissions

We accept submissions of the following:

- Documentary films
- Experimental films
- Animated films or hybrid projects
- Various TV and film formats based on reality
- Virtual reality (VR) projects
- Documentary and educational computer games
- Interactive web documentary projects

For every film you submit, you must comply with the following conditions:

- All film submissions must be accompanied with a **properly completed submission form**, and any changes made to the data provided on this form must be updated in a timely fashion.
- The cost for submitting a film is a one-time **€20 EUR administrative fee**.
- You should provide an **online** preview of the film you are submitting. Failure to do so will result in your film submission being rendered **invalid**.
- Films produced in Eastern and Central Europe are also automatically submitted to the [East Silver Market](#). You can find a list of these countries [here](#).

Deadlines for submitting your films are broken down as follows:

- **Submit by March 31, 2021**
(for films completed in 2020)
- **Submit by May 31, 2021**
(for films completed in 2021 and released before May 31, 2021)
- **July 31, 2021**
(for rough cuts and films that have not yet had a festival world premiere)

Despite these deadlines, we kindly ask that you start submitting your films beginning on February 15, 2021 in order to allow ample time for us to review them. If you are submitting a rough cut of a film, please keep in mind that the film must be completed and sent to us no later than October 1, 2021 in the event that it's selected.

2.1. Submission fees

Film submissions are subject to an administration fee in the amount of €20 EUR per film. All films must be submitted separately, and a submission is not considered valid until payment of the submission fee has been remitted. Ji.hlava IDFF does not bear any responsibility for repeated submissions of the same film, be it intentional or accidental, nor does it bear any responsibility for the failure to deliver a film by the proper deadline. **All paid submission fees are final, and no refunds will be issued.**

2.2 Acceptable submission formats

ONLINE PREVIEW

- If a preview of your film is available online, please provide the URL and the password to access your film in the submission form.
- Please note that film previews from online storage or hosting services (downloadable links) will not be accepted.
- Films submitted for preview that are not in English or in Czech or Slovak must include English subtitles.
- The online preview must be made available without restrictions until September 30, 2021. If you change the link or password, you must inform us immediately at shipping@ji-hlava.cz or you will risk your film not being considered for this year's festival.

Failure to provide us with a functional online preview of your film may result in your film not being considered for selection. Ji.hlava IDFF shall not be held liable in the event a preview is not delivered and your submission fee will not be refunded for failure to do so.

Please direct all your questions regarding film submissions or films that you've already submitted to Tereza Soldátová at shipping@ji-hlava.cz or by phone on +420 778 164 506.

3. Ji.hlava IDFF programme selection process

3.1. Films selected for the programme

- Films are selected for the programme by the Programme Board in collaboration with curators of individual thematic sections and external programmers.
- The Festival and the Programme Board reserve the right to choose what section the film will be included under.
- If a film **has been selected** for the festival programme, the Submitter will be notified by September 30, 2021 at the latest.
- If a film **has not been selected** for the festival programme, the Submitter will be notified by September 30, 2021 at the latest.
- Ji.hlava IDFF is not obliged to justify its decision or provide feedback on films that have been submitted.

3.2. Programme sections – competition

Opus Bonum – an international competition section for medium-length and feature-length documentary films from all around the world. Under this section, the award for Best Debut and for Best Film from Central and Eastern Europe will be announced.

Czech Joy – a competition for the best documentary film from a Czech production or co-production

Fascinations – an international competition for the best experimental film under 30 minutes

Fascinations – Expmntl.cz – a competition for the best experimental film from a Czech production or co-production

Short Joy – an international competition for short-length documentary works

Testimonies – on politics, nature and knowledge – an international competition for the best documentary film featuring political and historical implications, ecology, and environmental issues that pushes the boundaries of the scientific documentary drama

3.3 Categorisation based on running time

Submitted films are categorised as follows:

- Short-length – films with a runtime under 30 minutes
- Medium-length – films with a runtime between 30 and 60 minutes
- Feature-length – films with a runtime over 60 minutes

3.4. Festival premiere status

A world, international, or European premiere is an essential prerequisite for screening films under the following competition sections:

- Opus Bonum
- Fascinations
- Short Joy

A Czech premiere is a prerequisite for screening films under the following sections:

- Czech Joy
- Fascinations – Exprmntl.cz
- Testimonies
- Constellations
- Special Event

The Submitter is required to provide up-to-date and accurate information about the premiere status of the film that they've submitted. Please notify us in the event that the premiere status of your film changes following its submission. In exceptional cases, Ji.hlava IDFF reserves the right to present the film without a premiere in the festival's non-competition sections.

3.5. Confirming festival participation

After the Submitter has been officially notified that their film has been selected for the programme and after the Submitter agrees to show their film, the Submitter is thereby obliged to participate in the festival. After this mutual agreement is made, it is no longer possible for the Submitter to withdraw their film(s) from the programme.

3.6. Festival screening times

Ji.hlava IDFF reserves the right to decide on the screening times and number of screenings of each film title.

4. Additional materials for films selected into the programme

4.1. Screening copy

Ji.hlava IDFF enables screenings of the following formats: DCP, 35 mm, 16 mm, video file, Blu-ray, Beta SP, and digibeta.

4.1.1. Hardcoded subtitles

All films whose primary language is not English must have hardcoded English subtitles.

4.1.2. Shipping requirements

- The screening copy of a film must be delivered to the Ji.hlava IDFF office in Prague or uploaded to the FTP server no later than by October 10, 2021, unless agreed otherwise. If the copy is not delivered in time, Ji.hlava IDFF will not be responsible for the technical quality of the screening and its smooth completion.
- Ji.hlava IDFF shall only cover the cost of a one-way shipment of the film copy, unless agreed otherwise.
- The Festival assumes the responsibility to arrange insurance for the copy from its arrival to the office to its subsequent dispatch at the end of the festival.
- Accompanying promotional leaflets, posters, etc. are welcome. If you plan on attending the festival in person, please bring the promotional materials with you. We will inform you on the spot where to place the materials. If you do not end up attending the festival in person, the materials will be distributed to the extent possible.
- All screening copies will be sent to their rightful owners (or to another party as agreed) no later than by December 1, 2021. (Due to high mail volumes caused by the pandemic situation, we cannot guarantee that you will receive these copies by the standard postal delivery times).
- In the event a copy is damaged, please inform the Festival no later than December 31, 2021 (unless your copy is not received by that date).
- When shipping film copies from countries outside the EU, please provide a pro-forma invoice and do not estimate the value to be over \$10 USD. Please attach the following specification to the parcel: *“No commercial value, for cultural purposes only”*.

4.3. Accompanying film materials

Films selected for the programme must be accompanied with materials as specified by the Festival and are to be made available for use both during and after the festival.

Film clip

For purposes of promoting the film in the media as well as during the festival, please provide a one-minute clip from the film in HD quality. In the event that we have no film clip on file, we reserve the right to select a sequence of our choice.

Trailer

For further promotion of the film at the festival and on the festival's social media, such as the Ji.hlava IDFF YouTube channel, we ask that you provide us with the film's official trailer. The trailer must contain information of the film's inclusion in the festival as well as the official Ji.hlava IDFF selection logo. The logo is available for download [here](#).

Film preview

By completing a submission form, the Submitter agrees that his/her films selected for the festival programme will be included in the festival's video library and in the library of the Centre for Documentary Film.

For the purposes mentioned above, all video files must be sent with the following specifications:

- *File type: .mp4, codec h.264*
- *Resolution: at least 720p (1280x720px)*
- *Data speed: between 1.5 and 3 Mb/s*
- *Audio parameters: AAC, 48KHz, stereo, 160kbps*

Online film preview

Filmmakers are required to provide an online preview of the selected film. Ji.hlava IDFF has the right to privately share this preview to select journalists, film synopsis and content writers, and/or translators before the festival and while the festival is taking place.

Dialogue sheet

All films selected for the festival programme must be accompanied with a dialogue sheet for the purpose of translating and adding subtitles to the film or for simultaneous interpretation during a film's screening.

Photos and official poster

For every film that you submit, you must provide the festival with at least three photos no larger than 10 MB each and in .jpg or .png format (.tiff and other formats will not be accepted) as well as an official film poster in digital format. In the event of failure to provide the necessary photographs and/or poster, the festival reserves the right to use screen grabs from the film preview.

4.3.1 Use of accompanying materials

By sending additional materials, the Submitter grants their consent for Ji.hlava IDFF to use them for non-commercial purposes and to provide them to third parties for the same purpose. Ji.hlava IDFF is not responsible for securing the license to use the materials you provide, nor does it bear any responsibility in the event of copyright infringement. Additionally, the Submitter declares that they have properly resolved all copyright issues related to the film and all its accompanying materials.

4.3.2 Catalogue and film information

If a submitted film is selected for the festival programme, the Submitter is required to provide truthful and current information on the film as well as contact information for the Rightsholder of the film. This information will be published on the festival website on the film's landing page.

Ji.hlava IDFF reserves the right to use its own film synopsis and film annotation. The annotation provided to the Festival by the Submitter is for referential purposes only.

5. Online film screenings

In the event that current and valid government measures to combat the coronavirus pandemic render it impossible to conduct the festival in a physical format, the festival programme may shift partially or entirely into an online environment. The conditions for screening a film both in-person and online will be communicated individually to the Rightsholder / Submitter of the selected film.

6. Festival video library, the Centre for Documentary Film video library

5. 1. Festival industry video library

Ji.hlava IDFF reserves the right to use films that are included in the festival programme for its online festival industry video library, which is intended for film professionals attending the festival. This library will continue to be made available for up to three months.

5.2. Video library of the Centre for Documentary Film

All Submitters agree to the possible offline use of their films in the video library of the Centre for Documentary Film. The Centre for Documentary Film (CDF) operates a small video library for Jihlava, the professional public, and students interested in documentary cinema. It is an entirely non-commercial project. Films are free of charge only in their offline version in the CDF library in Jihlava.

7. Collective approval with the processing of personal data

Persons involved in the submission process agree to the processing of personal data in compliance with GDPR and their possible use as part of future communication with the Festival. For the full text click [here](#).