

# Guidelines and Conditions

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

## I. About the festival

The Ji.hlava International Documentary Film Festival is a significant European festival featuring artistic and critically reflective documentary work. The 27th annual Ji.hlava IDFF will take place from October 24th to 29th, 2023 both in person in Jihlava and in the subsequent two weeks in an online setting.

## 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 real life
- 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 **€25 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:

*Despite these deadlines, we kindly ask that you start submitting your films beginning on January 16, 2023, in order to allow ample time for us to review them.*

- **Submit by February 28th, 2023**  
(for films completed in 2022)
- **Submit by April 30th, 2023**  
(for films completed in 2023 and premiered before April 30th, 2023)
- **Submit by June 30th, 2023**  
(for rough cuts and films that have not yet had a festival world premiere)

*As of 30 June, the possibility to officially submit and register a film in the Ji.hlava IDFF system will end. However, in case of rough cuts, the finished film can be sent to JIDFF until **15 August 2023**.*

## **2.1. Submission fees**

Film submissions are subject to an administration fee in the amount of 25EUR per film. All films must be submitted separately, with relevant contact information for the purpose of further communication. A submission is not considered valid until payment of the submission fee has been remitted. Submission fees are further used to financially reward the winning films.

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 30th, 2023**. If you change the link or password, you must inform us immediately at [submissions@ji-hlava.cz](mailto:submissions@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 [submissions@ji-hlava.cz](mailto:submissions@ji-hlava.cz) or over the phone at +420 775 864 982.

## **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.
- The festival reserves the right to include into the programme an additional screening of award-winning or acclaimed films.
- If a film **has been selected** for the festival programme, the Submitter will be notified by **September 1st, 2023** at the latest.
- If a film **has not been selected** for the festival programme, the Submitter will be notified by **September 1st, 2023** at the latest.

- Ji.hlava IDFF is not obliged to justify its decision or provide feedback on films that have been submitted.
- Ji.hlava IDFF reserves the right to include a repeated or added screening of the award-winning films.

### **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. The jury may also award films for Best Edit, Best Cinematography, Best Sound Design, and Original Approach.

**Czech Joy** – a competition for the best documentary film from a Czech production or co-production. The jury may also award films for Best Edit, Best Cinematography, Best Sound Design, and Original Approach.

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

**Fascinations – Exprmntl.cz** – a competition for the best experimental film from a Czech production or co-production under 30 minutes long

**Short Joy** – an international competition for documentary films under 30 minutes. *(As a condition, films from this section will be presented online on the international platform [dafilms.com](http://dafilms.com). The competition starts 14 days before the festival and is held by worldwide audience vote on [dafilms.com](http://dafilms.com). The award for the best film in the section is presented at the opening ceremony of Ji.hlava IDFF. All films in the section are also screened physically in the festival cinemas.)*

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

**Virtual Reality** - an international competition of 360° films, immersive installations and interactive projects that explore real life, history or social situations.

### **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 festival 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 at [submissions@ji-hlava.cz](mailto:submissions@ji-hlava.cz) 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 in the following formats: DCP, 35 mm, 16 mm, and 8 mm.

#### **4.1.1. Hardcoded subtitles**

All films whose primary language is not English must have hardcoded English subtitles. This includes films in Czech, which must also have 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 delivered electronically (see shipping instructions), no later than by **September 15th, 2023**, 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.**
- 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 only in digital format. If you plan on attending the festival in person, bring the promotional materials with you. We will inform you on the spot where to place the materials.
- All screening copies will be sent out to their rightful owners (or to another party as agreed with them) no later than by December 1st, 2022.
- In the event a copy is damaged, please inform the Festival no later than by December 31st, 2022.
- When shipping 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.*"

## **4.2. 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 (laurels) 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 list***

All films selected for the festival programme must be accompanied with a dialogue sheet (in the film's original language or in English) 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 is selected, 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). In the event of failure to provide the necessary photographs, the festival reserves the right to use screen grabs from the film preview. The inclusion of a film poster in digital format is optional. The festival bears no responsibility for the distribution of physical posters.

### ***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**

The festival may put up part of the programme online as well, even if the festival is held in person, and always upon bilateral agreement with the Rightsholder under pre-arranged terms and conditions. Films selected for the online segment of the festival will be available for viewing only within the territory of the Czech Republic and for the agreed-upon time limit, or with a limit on the number of views (unless otherwise agreed).

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

### **6.1. 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.

### **6.2. 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](#).