



EUROPÄISCHER AUTORENKREIS FÜR FILM und VIDEO e. V.

- European Circle of Film and Video Amateurs



EAK Rights, Obligations and Guidelines for Contributors and Organizers of Forums and Festivals

A AUTHORS

1. Basically, any amateur film maker may participate in Forums / Euro Film Festivals. Requirements are fulfilment of the criteria laid down in Section A (2).
2. Basic requirements for an amateur filmmaker to participate in a competition of the EAK are:
 - Individual membership of the EAK and payment of membership fees
 - or
 - Club membership with the EAK and payment of the entry fee for club members
 - or
 - Payment of start fees for trial members
 - or
 - Payment of starting fees for non-members.

3. Every amateur film-maker has the right to participate in a Forum / Euro-Film Festival, provided the requirements in Section A (4) to (11) are met.

Exceptions are existing for co-productions (collaborative work). The person named responsible may in addition submit his own film. In case of doubt, the jury leader will confer with the author.

For very short films, two films per author are accepted up to a total length of 5 mins. (for both films). In this case the author has to pay the start fee for each film separately.

4. The duration of a film should not exceed 20 minutes. Films with a duration of more than 20 mins. must be have been evaluated with a higher number of points in the assessment by the jury before being passed on to the festival. Movies longer than 25 mins. are basically unaccepted.
5. The submitted data medium must be labelled with the following information:
 - ▶ Title of the film
 - ▶ Duration of the movie
 - ▶ Name u. Address of the author
 - ▶ Acceptable Videoformat
6. Each submitted data carrier is restricted to one competition entry.
7. Videos in the formats PAL (SD), HD and Full HD are accepted on USB memory stick or SDHC memory card. Films can also be transmitted by upload/download via "WeTransfer".

For technical reasons Super 8 and 16 mm films shall not be presented but shall be submitted by the author in digitized form.

8. Submitted videos will only be accepted if they have not participated in any EAK competition in the past.
9. Amateur films only are admitted to the competition. Commissioned films are excluded, likewise, films which have been produced with regard to commercial use. Picture, sound, editing, etc. must be created by the author. External services must be quoted in the Film Entry Form. Foreign footage should make up a small part of the film only. The duration of foreign footage must also be quoted in the Film Entry Form. The registration of a Film for a competition is restricted to one single participation. Eligibility is issued only once.
10. In the event that films are submitted with political or ethical contents which are contradictory to the objectives of the EAK and/or contain a violation of fundamental rights as laid down in Section 1 subparagraph 1 Basic Law, a film may be rejected. The organizer of the competition decides together with the board about its rejection.
11. If the items described under section A para 2 to 9 are met, the author has a right to submit his film in the Forum within his geographical region (residence) for evaluation according to the evaluation system of the Euro-Forum. If the author has fulfilled the necessary criteria for admission to the Euro Film Festival, he has the right to have his video evaluated according to the jury system of the Euro Film Festival.
If an author has failed to make his film qualified in the Forum, available to the Euro Film Festival of the same year, he will be given the opportunity to participate in the Euro Film Festival of the following year.

Being a jury member in his regional forum, he is obliged to submit his own competition film in a different forum of his choice for evaluation.
12. The author shall hand out a photo in very good resolution together with his film as hardcopy or electronically as a jpg file on a USB stick or by email to the forum organizer. He agrees that his photo is used in the printed program booklets of the events, in the opening credits of the film presentation as well as be stored in the archive of Eurofilmer.
13. When participating in a contest and after fulfilment of all obligations the author has the right to obtain an award according to the evaluation system of the forum or Euro Film Festival.
14. A film once submitted in a competition must not be withdrawn by the author, neither from its evaluation nor from its presentation. In addition, the author entitles the EAK to use a copy of his film for archiving, training purposes and events of the EUROFILMERS. Hereby the author's rights remain inviolate.
15. The author is responsible for making his film available in due time for the evaluation by the jury.
16. The films assessed in a forum must no more be modified by the author when passed on to the Euro Film Festival.

B JURY LEADERSHIP / JURORS / JURY

I Jury Leader

1. The jury leader will be appointed by the organizers of the forum and the Euro-Film Festival respectively, in accordance with the EAK Board.
The jury leader must be familiar with all details of the film evaluation system of the EUROFILMERS and possess broad experience in film evaluation.
2. The task of the jury leader is to compile a qualified jury team of a minimum of five persons for a forum, and an international jury team of a minimum of six persons (each including jury leader) for the Euro Film Festival. For evaluation for the Euro-Film Festival the average rated value of the forum will be added as a 7th juror.
Furthermore, the jury leader he has to observe the right of each regional association to provide one juror for the Euro Film Festival.
3. In good time prior to the competition he must prepare the jurors for the competition by providing the EAK Jury Sheet containing the guidance for a fair and suitable evaluation of films.
4. The jury leader prepares the documents required for the jury, such as Jury Sheet, film order sheet etc.. However, this task may also be assigned to the organizer conducting the forum.
5. All submitted films must be presented in a mixed order (countries / categories) A blockwise presentation (by categories) is not possible.
6. The list of results is created by the jury leader. He shall also inform the organizer of the forum or Euro-Film Festival respectively, by providing a copy of the list.
7. For forum as well as for the Euro-Film Festival, the jury leader shall fill in a sheet for each film of the competition for the author, showing numerically and graphically the total score as well as the average score of all jurors achieved per evaluation criterion.
8. In case he is doubtful about the qualification of a jury member provided by the regional association, with regard to his film rating according to the EUROFILMER rating system, he has the right to reject this juror and exclude him from the jury team.
If in the course of the film screening it turns out that a juror is not able or willing to judge according to the EUROFILMERS' rating system or there are other strong defects regarding the abilities of proper film evaluation, the jury leader has the right to exclude this juror. The decision about the qualification of a juror whether to judge or not, is exclusively up to the jury leader.

II Jury Members

1. Jury members participating in the jury of competition films will be appointed for their task for both, the Euro-Filmfestival and the forum, either by the respective regional representative or by the jury leader.
2. The jury members should have amateur film background and possess adequate experience in the assessment of amateur films as well as be familiar with the film rating system of the EUROFILMER.
3. In exceptional cases a non-member of the EAK may be appointed for a forum or Euro-film festival. However, he/she must either have been introduced to our jury criteria before or has participated in a jury training.
4. Should a film club be the host of a forum or Euro Film Festival, one club member only can be appointed as jury member.
In case of unexpected incapacitation of a jury member (illness, accident, etc.) in exceptional cases a second Club member may be appointed.
5. If the number or duration of the registered competition films require the jurors to be available for more than one day the jurors shall fulfill this demand.
6. As jury member for a Euro Film Festival, a juror is not allowed to have his own film or a co-production to which he has essentially contributed, participating in the competition. The same applies to the film of a close relative (brother, spouse, child, grandchild, etc.). In this respect special attention should be paid to the selection of jurors.
7. The organizer is responsible for food and accommodation of the jurors during the course of the film jury. The reimbursement of travel expenses is negotiable.
8. The jurors have the right to insist upon fulfillment of all items laid down in article III Jury.

III Jury

1. The evaluation of the competition films is carried out according to the EUROFILMER guidelines (jury sheet) exclusively.
The jury awards scores for each film. Scoring is identical for the Euro-Filmforum the Euro Film Festival

from 64 points on = onward transfer to the Euro Film Festival - Euroselection
from 70 points on = Euroselection for films with excess length of 21 to 25 minutes

less than 58 points	certificate or meritorious compliment
58 - 67.9	points bronze
68 - 77.9 points	silver
78 - 90 points	gold

2. The jurors must only use the official jury sheets of the actual screening. Pre-designed personal jury sheets shall not be used.
3. A forum jury consists of a minimum of five, a Euro Film Festival jury of six international jurors including the jury leader, who also participates in the evaluation.
In the evaluation for the Euro Film Festival the average rated value of the forum will be added as a 7th juror.
4. The jury room and equipment provided by the organizer must cover an optimum film presentation. Rooms and equipment that do not meet these criteria can be rejected by the jury as inadequate.
5. All jurors must be present during the screening of the films. In case of a sudden incapacitation of a juror a substitute juror shall be found at short notice.
6. For evaluation the jurors will be granted at least four minutes time after the screening of each film.
7. The jury sheets for the individual films remain in possession of the juror during the entire assessment process. After projection of the last competition film every juror is granted at least half an hour in a forum jury, at least one hour in the Euro Film Festival jury to review and, if necessary, correct his ratings.
8. In case of greater variance in scoring between jurors, the jury leader will arrange a discussion about the film with the objective to possibly reach approximation. However, it is the sole responsibility of the individual juror, whether or not to change his original rating.
9. All points reported by the jurors to the jury leader must be comprehensible. E. g. the individual scores noted on the evaluation form must be added and result in the grand total. Changes noted on the evaluation sheet must be noted in written form by the jury member.
10. The average value of the scores for each film determined by the individual juror will be calculated by the IT program provided by the EUROFILMERS and represents the final rating. This entry must be done either during or after the jury session, in order to have miscountings corrected immediately. Only films within the border area will be discussed by the Jury in a final discussion.

The border areas for the Forum and the Euro Film Festival are identical.

Diploma / Bronze	57 - 58,9
Bronze / Silver	67 - 68.9
Silver / Gold	77 - 78.9

For films within the border areas, the jury will decide which kind of award within the corresponding limit range will be conferred.

11. In the Forum as well as in the Euro Film Festival every author is entitled to obtain a detailed evaluation sheet for his film. (see article II JURY LEADER, item 7).
12. Special prizes available for a competition will be determined by the jury. Exceptions are special prizes donated and dedicated by sponsors.
13. Co-productions are awarded with a maximum of two certificates.
14. Competition films that have been evaluated with least 64 points in a forum and meet all other necessary criteria are entitled to participate in the Euro Film Festival. For competition films with excess length, e. g. in the range 20 - 25 minutes duration (longer films are excluded from the competition) are qualified to participate in the Euro Film Festival, if they have reached a minimum score of 70 points and, in addition, fulfil all other necessary criteria.
15. For competition films that have obtained the credentials by a forum jury for participation in the Euro Film Festival, participation cannot be rejected, neither by the organizer of the Euro-Film festival nor by any other institution or person within or outside the EAK (see Section D, item 4).

C ORGANIZERS OF FORUMS

The tender documents of the Forum / Euro-Film Festival must be posted at least eight weeks before the forum's implementation date to the members and clubs of the EAK, as well as possibly interested non-members within the region of a forum. Notification to download the documents from the website www.eurofilmer.com is possible.

1. Immediately after the arrival of the films submitted for competition, the forum organizer has to check, that all admission criteria have been fulfilled. In case of doubt contacting the author is obligatory for clarification.
2. The author has to be informed by a written invitation about the receipt of his film and the terms and schedule of the forum.
3. The board of the EAK, in coordination with the forum organizer, shall determine a jury leader at least eight weeks prior to the forum date.
4. It is up to the organizer of the forum to decide whether judgement of the films shall take place in a jury meeting either prior to or on the day the forum takes place.
5. Between the closing date of the films and the jury session a period of at least one week, preferably two to three weeks should be scheduled.
6. The jury screening room to be provided by the forum organizer as well as the demonstration devices must satisfy an optimum film presentation. Special attention should be paid to dimensions, acoustics and darkening of the room as well as light intensity to ensure a large-scale projection of all approved video formats.
7. The forum organizer, in agreement with the regional representative, is responsible for the organization of the forum process. He determines the screening order of the competition films. At the end of a forum event an award ceremony shall take place. It can also be replaced by a later written notification to the author about his result.
8. In the forum certificates and medals are issued. Should additional prizes be awarded, the financing must be clarified with the cashier either in advance or the organizer will bear the costs by himself (possibly by sponsors). Co-productions receive one medal only at the forum, but several certificates.
9. From 2015 on, uniform medals will be issued in the forums. They are bought and paid by the EAK and should be ordered by the forum organizer in due time (please contact Wolfgang Thomas).
10. Authors who are unable to attend a forum will be informed by the organizer in written form about the evaluation of his/her film as well as the decision of the jury, whether or not onward transfer to the Euro-Filmfestival will take place.
11. One week after the forum at the latest the forum organizer informs the organizer of the Euro-Film Festival about the films which have been selected by the forum jury to participate in the Euro Film Festival. (This selection is compulsory for the organizer of the Euro Film Festival). In addition, these competition films must be collected by the organizer of the forum, (if possible on hard disc or USB sticks),

and together with all film entry forms shall be forwarded to the organizer of the Euro Film Festival within two weeks.

12. Films not admitted to the Euro Film Festival can be returned to the authors together with the certificates and/or medals by the forum organizer.
13. The forum organizer has to monitor the receipt of all films, entry fees (15 €) or postage (5 €).
14. Adolescent persons of less than 18 years are exempted from entry fees.
15. The organizer of the forum is responsible for monitoring the trial members, who are allowed to submit a movie once with the reduced entry fee of 15 €. In the following year for non-members who had submitted a film in the forum in the year before, an increased entry fee of 50 € plus possibly 5 € postage will be charged.
16. For the organization of a forum, the organizers may claim their expenses with the treasurer (room rental, possibly accommodation, meals, travel expenses, postage or shipping costs, jury gifts, etc.) up to a total maximum of 500 € upon presentation of the bills. The postage remains with the forum.

Registration fees of non-members of 50 € will be shared by 1/3 to the forum organizer and 2/3 to the treasurer.

17. All other receipts are to be settled with the cashier together with a list of the registered films.
The managing director must receive a copy of this statement.
18. Boarding and possibly necessary accommodation of the jury is arranged by the organizer; the overall financial responsibility for the implementation of the forum is also his responsibility.

D ORGANIZERS OF THE EURO-FILM FESTIVAL

1. The organizer of a Euro-Film Festival is to be selected at least 18 months in advance by the Board of the EAK.
2. The designator of this amateur film competition is "Euro Film Festival". Amendments to this designator and its supplements shall only be made in agreement with the EAK Board.
3. All films that have qualified in the EAK forums must be evaluated according to the guidelines of the Eurofilmmers (Rights and Obligations). The organizer or the jury of a Euro-Filmfestival respectively, do not have the right, to exclude a film from the competition on their own decision. Exclusion is only possible in agreement with the competent forum organizer. However, the forum organizer has to provide evidence that clarification according to Section A, item 3 to 9 of the EAK Rights and Obligations for the competition film in question justifies an exclusion from the competition.
4. All qualified films shall be screened at the Euro Film Festival, if the time contingent of the event permits. In case of excess duration as pre-defined by the organizer of the Euro Film Festival or great accumulation of films it cannot be guaranteed that the film of an author will be screened at the festival. Parallel screening of films is not allowed.
5. The jury room to be provided by the organizer and, above all, the film screening room of the festival must meet optimum film screening conditions. Special attention should be paid to dimensions, acoustics and darkening of the room, as well as to light intensity and large-scale projection of all approved video formats.
6. The organizer must ensure that the seating capacity of the film screening room corresponds to the expected number of visitors. In addition, a festival location should be chosen that offers intense communication for authors and festival visitors.
7. **Does the organizer have the intention, in parallel with the actual course of the Euro Film Festival?**
(Film screening, meeting between authors and visitors, festival banquet, award ceremony)
other activities, exhibitions, other events or the like offer, so this request is at least 10 months before the actual festival date to the EAK Board. The board will then decide if this Additional program offer useful for the success of the actual Euro Film Festival is or not. The organizer will be present at least eight months before the Euro-Film Festival informed about the decision of the board. Parallel screenings The actual Euro Film Festival program is not allowed in any case.
8. The award ceremony will be organized by the organizer with the participation of a representative of the EWC Board usually carried out as part of a banquet. This so-called However, normal case is not mandatory for the organizer. Does he have special Framework conditions or ideas that make the performance of a banquet not optimal let it appear or even impossible, he has at least 10 months before the actual Euro-Filmfestival to inform the EAK-Board about this. Both, the

Organizer and the EAK Board, will work together to come up with a solution.

9. The organizer of the Euro-Film Festival has immediately after the implementation to contact the forums with the forum organizers to get the registration forms of those Competition films to get the 64/70 points hurdle to participate at the Euro Film Festival.

10. The location of the film jury is determined by the organizer. The timing of this will be in

Coordination with the EWC board determined; This should be possible three months before

happen to the festival date.

11. The organizer sets the screening order of the competition films for the film evaluation

firmly. All films / videos must be mixed (by country and category) shown become.

12. The authors become a festival visit at least 6 weeks before the festival date invited, informed about the course of the event and with the necessary Documents for a possibly required hotel reservation supplies.

13. The organizer shall determine the order of presentation of the competition films for the Euro-

Film Festival fest. All submitted films must be mixed (by country and category) be demonstrated. Blockwise presentation by categories is not possible.

14. Anyone who has submitted a film is also entitled to a certificate. That's why For Community films, several documents may also be issued. The organizer decides on the type of prizes at its discretion (medals, trophies, or similar)

15. The recipient of the "Golden Filmbandes" also receives a certificate as the winner of the same. For the "Golden Filmband" is from the festival organizer a plaque

to obtain the following inscription:

Example:

16. The organizer ensures that the authors present at the award ceremony or Bringer receive their films and certificates / trophies / prizes. Not Present authors will receive their certificates / prizes by post.

17. The organizer will provide accommodation and meals for the jury.

18. For hosting the Euro-Film Festival, the organizer will receive a fee equal to Proof of € 3,500 limited amount. (Advance payments are possible).

He has to cover all costs. Exceeding costs are

to finance it. (possibly donations). An excess liability beyond the grant the Eurofilmer is excluded. The billing must be detailed. higher

Postage costs can be reimbursed by the treasurer against receipt.

19. The overall financial responsibility for the implementation of the Euro Film Festival lies

at the organizer.

The EAK Board