

Guidelines and Conditions

By submitting this material you agree with the festival's submission guidelines and with its conditions.

1. About the Festival

The Ji.hlava International Documentary Film Festival is a significant European festival of artistic and critically reflective documentary work.

2. Film submissions

We accept submissions of:

- Documentary films
- Experimental films
- Animation films
- Different TV formats based on reality
- Virtual reality projects
- Documentary and educational computer games
- Interactive web documentary projects

Each submitted film has to comply with the following conditions:

- **Properly** completed form and timely updates in case of any changes.
- Providing online or DVD previews
- Films produced in Eastern and Central Europe are also automatically submitted to the [East Silver Market](#).

Film submission deadlines:

- **March 31, 2019**
(films released in 2018)
- **May 31, 2019**
(films completed in 2019 and released by May 31, 2019)
- **July 31, 2019**
(rough cuts and films that have so far not had a festival world premiere)

Despite of our deadlines, we would kindly ask you to submit your films continuously throughout the whole period starting February 15, 2019.

2.1. Entry fees

Film submissions are **free of charge**.

2.2. Acceptable formats

ONLINE PREVIEW

- If the preview of your entire film is available online, provide the internet address and the password to access your film in the submission form.
- We do not accept film transfers from storage or hosting services (downloadable links).
- A preview of the film should be in English or in Czech or Slovak, otherwise it should be fitted with English subtitles.
- The online review has to be available without limitation until September 30, 2019. If you change the link or the password, you need to inform us at juraj@ji-hlava.cz.

DVD PREVIEW

If you cannot provide an online preview, please send your film on a DVD and include its title, running time, director(s) and contact information to:

Juraj Machálek

MDF Ji.hlava

Vodičkova 36

110 00 Praha

(Due to a large number of submissions, we are not able to return the preview DVDs.)

If you have any questions regarding film submissions, please contact Juraj Machálek at juraj@ji-hlava.cz or by phone +420 775 864 828.

3. Ji.hlava IDFF program selection process

3.1. Films selected for the program

- Films are selected for the program by the program board in collaboration with curators of individual thematic sections and external programmers.
- Festival and the Program Board reserve the right to choose the section in which the film is to be included.
- If the film has been selected for the festival program, the Submitter will be notified by September 30, 2019 at the latest.
- If the film has not been selected for the festival program, the Submitter will be notified by September 30, 2019.

3.2. Program sections

Opus Bonum – international competition of medium and feature-length documentary films from all around the world.

First Lights – international competition of feature documentary debut films

Between the Seas – competition of Central and Eastern European feature-length films

Between the Seas – student films – art school students' competition of documentary films from Central and Eastern Europe

Czech Joy – competition of Czech documentary films

Fascinations – international competition of experimental films under 30 minutes

Fascinations – Exprmntl.cz – competition of Czech experimental films

Short Joy – international competition for short documentary films

Testimony on Politics – international competition for the best documentary films with political and historical implications.

Testimony on Nature – international competition for the best documentary on ecology and environmental issues.

Testimony on Knowledge – international competition section offering new definitions of scientific documentary.

3.3. Categorisation based on running time

Submitted films are categorised as follows:

- Short – films under 30 minutes of running time
- Medium-length films – films with 30 to 60 minutes of running time
- Feature-length films – films over 60 minutes of running time

3.4. Festival premiere status

World, international or European premiere is a condition for screenings in the following sections:

- Opus Bonum
- First Lights
- Between the Seas
- Fascinations
- Short Joy

National premiere is a condition for screenings in the following sections:

- Czech Joy
- Fascinations – Exprmntl.cz
- Testimony on Politics
- Testimony on Nature
- Testimony on Knowledge

3.5. Confirming festival participation

Having been officially notified that the film was selected for the program, the Submitter undertakes to make the film available for the festival screening. Following this agreement, the film cannot be withdrawn from the festival.

3.6. Festival screening times

The Program Board reserves the right to autonomously decide on the screening times and number of screenings.

4. Additional materials

4.1. Screening copy

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

4.1.1 Hardcoded subtitles

All films, the primary language of which is not English, have to have hardcoded English subtitles. Festival screenings are often accompanied by simultaneous translation into Czech or English.

4.2. Shipping requirements

- The screening copy of the film must be delivered to the address of our office no later than by October 10, 2019, unless agreed otherwise. If the copy is not supplied in time, the Ji.hlava IDFF shall not be responsible for the technical quality of the screening and its smooth completion.
- The Ji.hlava IDFF covers the costs of a one-way shipment of the film copy only, unless agreed otherwise.
- The festival assumes the responsibility to arrange for the insurance of the copy after its arrival in the office until its dispatching after the end of the festival.
- Promotional leaflets, posters, etc. are welcome. All items must be received by October 1, 2019.
- All copies will be returned to the owner (or another party as agreed) by November 31, 2019 at the latest.
- In case of any damage to your copy, inform the festival no later than by December 31, 2019.
- When shipping the 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 note on the envelope: "No commercial value, for cultural purposes only".

4.3. Accompanying materials

Films selected for the program has to be accompanied with materials as specified by the festival to be available for use during and after the festival.

Film clip

For the purposes of promoting the film in media and during the festival, please provide a one-minute clip from the film in HD quality. In case the film clip is not available, we reserve the right to select a sequence of our choice.

Trailer

For the festival purposes and the film presentation, for instance on social media, an official trailer is required. Trailer has to contain information about the selection to the festival and the official logo of the Ji.hlava IDFF selection. Official logo can be found [here](#).

Film screener

The films selected for the competition program will be included in the festival video library of the festival and in the Center for Documentary Film.

For the above-mentioned purposes, the video file has to be sent with the following specifications:

- *File type .mp 4, codec h.264*
- *Resolution at least 720p (1280x720px)*
- *Data speed of 1.5Mb to 3 Mb/s*
- *Audio parameters – AAC, 48KHz, stereo, 160kbps*

Dialogue list

Each film selected for the festival program has to include a dialogue sheet necessary for the purposes of translation and adding subtitles, or simultaneous translation during the screening.

Photos and official poster

Three photos of maximum size of 5 MB are required as well as an official poster in a digital format if available.

5. Festival video library, video library of the Center for Documentary Film

5.1. Festival industry video library

The Ji.hlava IDFF reserves the right to use the films that are included in the festival program as part of the festival industry video library reserved to film professionals visiting the festival. This library will continue to be available for three months.

5.2. Video library of the Center for Documentary Film

All film submissions agree to the possible use in the offline video library of the Center of Documentary Film. The Center for Documentary Film (CDF) operates a video library for the public in Jihlava, professionals and students interested in documentary cinema. It is an entirely non-commercial project aimed at the local audience. Films are only available offline in the CDF library and the access is free.

6. Collective approval with the processing of personal data

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