

NOTES TO ASSIST EFIAP/LEVELS APPLICANTS 2023

All applicants are advised to read <http://online.flipbuilder.com/tklq/znbv/> from page 93 for latest documentation and comply with requirements set out in FIAP document 011/2016 e sections 4, 8 & 9

Every applicant, prior to compiling the application form, must register on the FIAP platform <https://www.myfiap.net/user/register/fp> to obtain a Photographers Life Card and a FP number. Both the Life Card number and the FP number are required on Page A of the application form. See FIAP Document INFO 185/2021 (Also see SPF Website for more info)

Applicants for EFIAP Bronze will NOT be able to use any results towards their application that were gained before the date on their EFIAP certificate, which for SPF exhibitors is usually about Apr/May each year.

FILLING OUT THE FIAP FORMS EXCEL FORMAT DistAENiv-Form-EN-DE 2023.xls

Download forms and documents from the SPF website including the above-mentioned Excel Form

Open the Excel File. (View at full screen mode if you cannot see all of it when open)

There are tabs at the bottom of the sheets to access the various pages.

These forms must be kept as one single page as supplied to you.

Do not add columns or alter page sizes etc.

PAGE A - ADMINISTRATIVE DOSSIER

The Federation: is the **Scottish Photographic Federation**

The UN Code: is **950**

Fill in personal details.

Fill in Photographers Life Card number and FP number. (See note above)

List submitted works.

Send 2 paper copies of Form A with application.

PAGE B – LIST OF SUBMITTED WORKS

Applicants are advised to read the **Declaration of Consent and Responsibility** carefully and fully understand its implications. Page B2 is for minors under the age of 18

On the line below add your full name, distinction applied for, the year (2023) and Country (Scotland)

Add place and date of signing and sign the bottom of this sheet.

Send 2 paper copies of Form B with application.

PAGE C – LIST OF ACCEPTANCES

Enter your full name, distinction applied for, the year (2023) and Country (Scotland)

Enter all FIAP acceptances stating:

“*Title of Work*” The title of a particular image should be used consistently throughout.

“*Salon*” The name of the FIAP approved Salon/Exhibition. You can abbreviate to an extent.

*e.g., Scottish Salon 2019 If acceptances gained in the same salon over different years add the year
If acceptances gained in a circuit include Circuit along with the Salon title*

“*Country*” The Country in which the Salon took place.

“*FIAP Number*” Number of Salon with FIAP Patronage. E.g., 2016/140

“*Award*” Any award gained e.g., Prize, Medal, HM or a Diploma.

“*Digital / Paper*” Enter an “X” in the appropriate box to denote print or PDI.

Titles must be listed alphabetically.

Different works must be listed in **Title No.** column

GENERAL NOTES ABOUT THIS SHEET.

You should check that Titles & Salons are listed consistently, and it is recommended you use the “**SORTS**” function between columns **A** to **I** to do this.

<https://www.scottish-photographic-federation.org/fiap-distinctions>

SUBMITTING YOUR APPLICATION

Please send two hard copies of sheets "A" and "B" by post to the SPF FIAP Liaison Officer. In addition please send electronic copies of all of the above forms **via email** to the SPF FIAP Liaison Officer.

Remember to sign form B

The portfolio of images **must** be sent **via WeTransfer** to the SPF FIAP Liaison Officer **not by email** and include your name and contact phone number.

SPECIFICATIONS OF DIGITAL PORTFOLIO FILES

The photographic works must be sent as digital files **via WeTransfer** to the SPF FIAP Liaison Officer with the following properties - Format JPEG, compression 10, at least 3600 pixels for the greatest dimension.

Naming of the files:

Code FIAP of the Federation (**The SPF code is 950** + underscore + First name + underscore + Name + underscore + Title of the work + .jpg

Example: 950_Joe_Bloggs_Loch Ard.jpg

SUMMARY OF EFIAP DISTINCTION APPLICATION 2023

This form is to assist me in checking your application.

Send 1 paper copy & 1 electronic copy of completed sheet with the application.

COST OF APPLICATION

EFIAP = £65.00 - **this is a reduced rate for 2023**

Cheques to be posted to the SPF FIAP Liaison Officer, made payable to 'Scottish Photographic Federation'
Cheques will be forwarded to the SPF Treasurer in January at time of submission.

CHECK LIST TO SPF FIAP LIAISON OFFICER

- Completed electronic forms A, B, and C sent by email, or WeTransfer.
- Send by post 2 paper copies of forms "A" and "B" (Sign form "B")
- Send 1 paper copy by post of "Summary of EFIAP Levels Distinction Application"
- Send 1 electronic copy by email, or WeTransfer of "Summary of EFIAP Levels Distinction Application"
- Send Portfolio of submitted images via WeTransfer, please not by email
- Payment Cheque. If you wish to avoid having the cheque sitting uncashed you can delay sending it to me till the closing date (Jan 2023)

The above to be sent to: –

**SPF FIAP Liaison Officer,
Anne Sproul,
17 Willow Brae, Plean FK7 8FB**
Tel: 07799 606292 Email: amsfiap@gmail.com or amsproul@yahoo.com

Please note; By submitting this application you agree to the SPF using your personal data as laid out in the SPF Data Protection Policy for all matters related to your FIAP Application. This includes agreeing that we can keep your personal information on file as part of our historical records. A copy of the SPF Data Protection Policy is available to view at - www.scottish-photographic-federation.org/sites/default/files/downloads/spf_data_protection_policy.pdf

**Applications to be submitted between 14th October 2022 and 16th January 2023.
SEND ONLY AS FIRST- OR SECOND-CLASS MAIL. SEND IMAGES VIA
WETRANSFER ONLY. RECEIPT WILL BE CONFIRMED BY EMAIL WITHIN 1 WEEK,
except during the festive period..**

All applications will be forwarded to FIAP Mid-February 2022. FIAP now require 3 months to process the applications so certificates may not be available till mid May.

Issue No 017

Date: 16/12/22