

# AWARDS FOR PHOTOGRAPHIC MERIT

## NOTES FOR GUIDANCE FOR ENTERING PDI AND PRINTS



## The Photographic Alliance of Great Britain

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## APM INFORMATION LEAFLET TWO

# 1. GENERAL

- 1.1 Entry will be online via the PAGB Central Entry System (CES) and you will be sent a link and a password to permit your entry. You must first check and complete your personal details and then comply fully with the step by step instructions provided.
- 1.2 You will be asked to upload your PDI or, if entering Prints, a PDI copy of your print which will be projected for the benefit of the audience. Your PDI must not exceed 1600 pixels horizontal by 1200 pixels vertical and **not larger than 2MB**. (Please **not** 1600 pixels vertical). Images larger than this will not upload. You may send smaller images which will appear smaller on the screen, on our default Black or Dark Grey background.
- 1.3 You don't need to use any **file naming format** for PDI as the CES will rename them with the Title you enter online. This title **must not exceed 40 characters**, including spaces and permissible punctuation. This is the Title we will read out, exactly as you have shown it, and it must be understandable, without confusing abbreviated words.
- 1.4 PDI and PDI Print copies must be in **8-bit jpeg** format, **RGB mode** for both colour and monochrome images and in the **sRGB** colour space.
- 1.5 It is essential that you **adhere to the deadline dates** for submission specified by the Awards Secretary. Late entries may be disqualified.
- 1.6 The PAGB will retain at least one Print, possibly two, from successful entries and all the PDI, including all PDI copies of the Prints. These may be used, without fee, for "Warm Up" panels and for other PAGB publicity purposes in relation to the APM, including Advisory days, display on our Website, publication in **e-news** and inclusion in PAGB Recorded Lectures. Copyright remains with the Photographer.
- 1.7 Whilst every effort will be made to safeguard your entry, neither the PAGB, nor the host Federation, can accept any liability for loss, damage, non-arrival or non-return.
- 1.8 The CES will provide an Entry Form for both PDI and Prints, once all your PDI and Titles have been entered, which you must print and sign, confirming that all the work submitted complies with the PAGB Definition of Acceptable Photographs (Appx.1). A completed copy of this Entry Form must be posted to the Reception Secretary to arrive by the deadline specified (NB. Please check that all your personal details appear on the Entry Form), with an SAE for ticket/s if required. Any errors to be corrected after you have printed and posted your Entry Form must be notified to the CES Technical Support Officer as soon as possible. You can no longer do it yourself.
- 1.9 Titles are read out at the Adjudication and you must not use names such as "No Title" or "Untitled". Entries with such titles may be disqualified.

## 2. PROJECTED DIGITAL IMAGES (PDI)

- 2.1 The PAGB wish to ensure that the images you submit are projected as accurately as possible. To achieve this, please submit your Entry in accordance with the following rules. Any divergence may mean that your Entry will be excluded.
- 2.2 The PAGB organisers are not normally permitted to alter or adjust any image and the Federation hosts will be unable to do so.
- 2.3 A PDI will be disqualified if it shows on screen the name of a Federation, Club or Entrant.
- 2.4 Your photographs will be projected with a PC/Laptop running Windows using a calibrated and profiled Canon WUX500 projector on to an 8' screen.
- 2.5 You are strongly recommended to have your PDI projected on to an 8' screen, with properly calibrated equipment, prior to submission. If this is not possible you should, at the very least, run the images on a calibrated monitor, other than the one used to load your Entry, to make sure they display correctly.
- 2.6 Your PDI will be interleaved with those from all the other Entrants and the order in which they will be shown is determined by the order that you upload the images. If you change this order, you must reprint the Entry Form. This running order cannot be changed after you have posted the Entry Form to the Reception Secretary.
- 2.7 After you have uploaded all your PDIs and entered all your Titles to the online Central Entry System, it will provide you with a completed, printable, entry form.

## 3. PRINTS

- 3.1 Each print must be mounted to the PAGB standard of **50cm x 40cm, inclusive of the mount**. The Entrant specifies whether "Landscape or Portrait" orientation is to apply, and this is indicated by the orientation of the label. We may exercise our judgement to rotate the print if you have made an error but this not guaranteed.
- 3.2 You have a free choice of mount, but it assists if they are of a light-weight type. They **must not** have Velcro or similar materials attached to either side which may damage other prints when stacked. Thicker mounts will increase your costs if you are posting your entry.
- 3.3 Although we do not recommend the practice, you may show a title on the front of your print - but nothing else.
- 3.4 After you have uploaded all your PDIs and entered all your Titles to the online Central Entry System, it will provide you with a completed, printable, entry form and printable labels. The Print Labels must be printed, (Avery Label No. L7164, J8164 or equivalent at 63.5mm x 72mm), and must be fixed securely to the back of each print as near to the Top Right Corner as possible. If you are entering this print for a second time, we suggest that you do **not cover** the existing label. This information can be very useful if the print is retained for workshops, etc.

- 3.5 Your Prints will be interleaved with those from all the other Entrants and the order in which they will be shown is determined by the order that you upload the PDI copies. If you change this order, you must reprint the Entry Form AND the Labels. This running order cannot be changed after you have posted the Entry Form to the Reception Secretary. The PAGB take no responsibility for any discrepancy between the PDI projected and the Print being shown. The Adjudicators do not see the projected image.
- 3.6 Do not use sleeves or other covers to protect your Prints as they will be removed and discarded before judging. Time constraints will not permit us to re-sleeve or re-cover images after judging and your sleeves are unlikely to be returned.
- 3.7 Please put your prints in your Print Box in numerical order with the backs facing upwards and Print No.1 on top. This will assist greatly with the sorting. If you intend wrapping the Prints inside the box, please do so without using adhesive tape or cling film as this will hamper unpacking. You must include another copy of your completed Entry Form in the box.
- 3.8 Attach the Address Label provided by the Central Entry System **securely** to the outside of your package. This also carries your ID Number and e-mail address so that we can confirm receipt, before we need to open the package, which may be some time later.
- 3.9 We suggest using a parcel courier service but do NOT pay the courier return postage when sending and do NOT include stamps for return postage. The Organising Secretary will arrange return and you should include a cheque, payable to the Host Federation, for the same amount you paid to send your package. If in doubt, contact the Organising Secretary for advice.

## **Appendix 1. PAGB DEFINITION OF AN ACCEPTABLE PHOTOGRAPH**

**Photographs entered must be entirely the work of the photographer.** Composite images are permitted provided all component images meet this requirement. For the avoidance of doubt, use of images from any other source including, but not limited to, royalty free image banks and clipart are not permitted.

Please note that the Definitions of Monochrome and Nature used in other PAGB events and competitions do not apply to the Awards for Photographic Merit.