

# British Academy Television Awards

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Rules and Guidelines 2010/2011

# **British Academy of Film and Television Arts**

British Academy Television Awards

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## **TIMETABLE**

**2011**

<b>Tuesday 11 January</b>	Entry forms available online
<b>Tuesday 15 February</b>	Entry Deadline for Broadcasters and Production companies
<b>Tuesday 1 March</b>	Noon deadline for members to put forward performance suggestions
<b>Tuesday 8 March</b>	Online Voting opens
<b>Tuesday 15 March</b>	6pm Online voting closes
<b>Thursday 17 March</b>	Request Broadcaster entries
<b>Wednesday 23 March</b>	Deadline for Broadcaster entries and for videos to be uploaded
<b>Friday 8 April</b>	Television Juries start
<b>Wednesday 20 April</b>	Television Juries finish
<b>Tuesday 26 April</b>	Nominations announced
<b>Sunday 22 May</b>	Philips British Academy Television Awards

## INTRODUCTION

The British Academy Television Awards are presented annually to recognise, honour and reward individuals for outstanding achievement in television. The awards categories reflect the wealth and diversity of British television.

The Academy also honours individuals with awards in recognition of their contribution to the television industry. These awards are in the gift of the Academy: they are approved by the Television Committee and ratified by the Board of Trustees.

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The Academy may, at its discretion, choose not to present any of the above awards at the Television Awards ceremony.

## LONGLIST, NOMINATIONS AND WINNERS

- The longlist and nominations for each category will always be listed in alphabetical order;
- Nominations will be announced approximately four weeks before the ceremony;
- The winners press release is the definitive source of award winners information;
- All individual named nominees will receive a certificate of nomination;
- All individuals named as award winners will receive a BAFTA Award and a winner's certificate;
- The BAFTA Award or logo may not be reproduced or used in any commercial manner unless prior permission has been obtained from BAFTA;
- The BAFTA Award remains the property of the British Academy of Film and Television Arts, to remain in the care of the recipient or his/her descendants. Should the Award leave the care of the recipient or his/her descendants, the Academy reserves the right to purchase the mask back for a fee of £1. The Award must not be sold on to any third party;
- Award winners unable to collect their BAFTA Award(s) on the night of the ceremony must arrange collection from the Academy within 12 months of the ceremony;
- The Academy does not issue replicas of the Award;
- Certain companies directly involved with the winning programmes in certain categories could be eligible to purchase a duplicate winner certificate so that they can have a record of their involvement. No duplicate nomination certificates can be issued.

## CLIP USAGE – NOMINATED TELEVISION PROGRAMMES

An important part of BAFTA's charitable remit is to promote excellence to as large an audience as possible. BAFTA will show clips of nominated programmes at the awards ceremony and these clips may form part of its television and online broadcast in the UK. In the event of your programme being nominated for a BAFTA, you undertake to deliver to the Academy's production company, BAFTA Productions, the following: two programme clips of up to 30 seconds each (your preferred choice and an alternative) and if you have more than one nomination, you undertake to supply different clips for each nomination on HDCAM or Digital Betacam with a viewing copy on DVD with burnt-in timecode; and a completed BAFTA Productions license, which includes permission for two BBC transmissions, use on the BBC iPlayer and on BAFTA's website together with a warranty that the licensee is responsible for third party rights. The completed BAFTA Productions license must be accompanied by copies of any necessary permissions and receipts of any costs paid.

**By entering your programme for consideration, you are consenting to any clips (including any accompanying soundtrack synched with the clips) to be made available on the BAFTA website for non-commercial purposes in the context of the Awards for one year from 22 May 2011.**

## CEREMONY

**Film Awards or Television and Television Craft Awards:** An entry can only be made either to the Film Awards or to the Television and/or Television Craft Awards.

If an entry receives its first exhibition as a public, paid-entry cinema screening then it should be entered for the Film Awards. If an entry receives its first exhibition as a TV broadcast then it should be entered for the Television and/or Television Craft Awards.

If an entry is released into cinemas and on television on the same day, then it will be eligible for either the Television and/or Television Craft Awards or the Film Awards, but not both.

For the Film Awards, there is a further specification that a film should be over 60 minutes long and have a theatrical run of at least seven consecutive days.

If an entry of over 60 minutes has a theatrical release of fewer than seven consecutive days before its television broadcast, then it will be eligible for the Television and/or Television Craft Awards, but not for the Film Awards.

Programmes that have previously had a theatrical release and then re-cut for television are ineligible unless a significant amount of new material has been shot specifically for the television broadcast.

For the Short Film and Short Animation categories in the Film Awards, where the minimum theatrical run is not applicable, the principle of first exhibition determining the appropriate ceremony still holds. If the entry first has a public, paid cinema screening and/or a film festival screening it will be eligible for the Film Awards. Otherwise it will be eligible for the Television / Television Craft / Children's Awards.

## ELIGIBILITY

### Production & Performance categories

- Programmes must have had their first transmission in the UK between 1 March 2010 and 28 February 2011 on terrestrial, cable, satellite or digital channels.
- Programmes may be regional or networked.
- Programmes will be considered for one category only.
- International programmes are only eligible in the International category, unless they are co-productions (both financially and creatively, and provided the first transmission was in the UK).
- Programmes that have previously entered BAFTA's Children's or Film Awards are not eligible for the Television Awards.

## ENTRY

- Entry is online via a secure website – the BAFTA Entry Portal – which will be available from Tuesday 11 January 2011.
- The Entry Portal will be open for entries from 15 January 2011 and the deadline for entry is **Tuesday 15 February 2011**.
- Full instructions about how to register and enter programmes will be on the Entry Portal from 11 January. More information on the online entry process and a link to the Entry Portal (when open) can be found at [www.bafta.org/television](http://www.bafta.org/television).

### Production categories

- There is a fee per entry of £265.00 + VAT.
- Entries for the Production categories can be submitted by producers, directors, broadcasters, independent production companies and BAFTA members.
- At the jury shortlist stage, entrants will be asked to propose names of up to four individuals to be listed as nominees should the programme be nominated. The deadline for submission of names is **Wednesday 23 March 2011**. Failure to propose names may render your entry invalid.
  - There must be careful consideration of who is proposed for nomination as changes cannot be made once nominations have been announced;
  - The names submitted must pertain to the episode submitted and should be those who have made the greatest creative contribution to the programme;
  - If it is not possible to decide upon four names, you may opt to list 'Production Team' as the nomination credit. In this case, you will be asked to supply up to four names of representatives from the team. These representatives will be the person/s who receive the nomination certificate/s and, should the programme go on to win, they will also be presented with the winner certificate/s and Award/s. Please note that these individuals will not be able to refer to themselves as BAFTA winners: the programme will be BAFTA-winning, not the individuals.

## Performance categories

- There is no entry fee for performance categories.
- Entries for the Performance categories can be submitted by producers, directors, broadcasters, independent production companies and BAFTA members.
- All performers must be entered into categories that follow the categorisation for their programme, e.g. if a programme is entered into comedy then the performers must be entered in the comedy performance categories.
- It is the decision of the entrant whether or not to enter as a lead or supporting performer. Performers should be entered in accordance to their lead or supporting role in the eligible entered programme.
- Whilst the entrant's choice is generally approved, the Television Committee has the right to move performers if they feel they are wrongly entered.

## MAKING PROGRAMMES AVAILABLE TO VOTERS AND JURORS

### Round One Voting

- Entrants may make their programmes available to voters for review via the BAFTA Viewing Portal. DVD screeners may not be sent to voters.
- The BAFTA Viewing Portal is username and password-protected and is only accessible by Television Voters, who will be able to either stream or download content from the site until Wednesday 16 March 2011. After this date content will only be available to jurors. For further information on the security controls in place to protect streamed and downloaded content, please visit [www.bafta.org/television](http://www.bafta.org/television).

### Jury Shortlist

- If shortlisted for jury consideration, two copies of the programme must be supplied on DVD by Friday 25 March 2011, one of which needs to be a time-coded version. These programmes must be as originally broadcast, minus commercial breaks.
- If shortlisted for jury consideration, programmes **must** be made available to jurors via the BAFTA Viewing Portal by Wednesday 23 March 2011.
- Please note that for jury viewing the digital rights management will be removed from the download to allow the jurors the freedom to download the material and watch either on a computer or via a DVD player. Every juror signs a confidentiality form to clarify they must not copy or lend the material and that it is for judging purposes only.
- Videos can be uploaded via the entry portal.

Please prepare your video to the following technical specification:

<b>Format</b>	<b>mp4</b> only
<b>Codec – Video</b>	<b>h.264</b> It is suggested that the data-rate is set higher than 6Mbps but no more than 10Mbps for video Or select quality to 'best output'
<b>Codec – Audio</b>	<b>AAC</b> Most data rates are catered for but above 256Kbps, 44kHz Stereo is recommended
<b>Frame Rate</b>	<b>25</b> per second
<b>Frame Size</b>	<b>1280 x 720 HD</b> <b>1024 x 576 SD</b> Strongly recommended: <b>16:9</b> We can accept 4:3 pillarboxed to 16:9, frame size as stated above
<b>Please note that mp4 is the only acceptable format.</b> If you need to get your programme/s encoded to the above specification, please contact us.	

**CORRECT ENTRY INFORMATION IS THE RESPONSIBILITY OF THE ENTRANT  
 BAFTA IS NOT LIABLE FOR ERRORS IN LISTINGS THAT ARE THE RESULT OF INCORRECT  
 INFORMATION BEING SUBMITTED ON THE ENTRY FORM  
 BAFTA CANNOT BE HELD RESPONSIBLE FOR PROGRAMMES BEING ENTERED  
 IN THE WRONG CATEGORIES**



## **AWARD CATEGORIES**

### **AWARDS IN THE GIFT OF THE ACADEMY**

These awards are presented at the discretion of the Television Committee; therefore they may not all be presented in any given year.

#### **1. FELLOWSHIP**

- The Fellowship is the highest accolade the Academy can Bestow. It is presented to an individual with a substantial body of work in recognition of an outstanding and exceptional contribution to television.

#### **2. WRITERS AWARD**

- Its purpose is to honour the talents of individuals who have made a significant writing contribution to Television.
- This award is presented in honour of Dennis Potter.

#### **3. OUTSTANDING CREATIVE CONTRIBUTION TO TELEVISION**

- This is presented in honour of Alan Clarke.

#### **4. MOST IMPORTANT CONTRIBUTION ON-SCREEN IN FACTUAL TELEVISION**

- The purpose of this Award is to honour the year's most important contribution on screen in factual television.
- This award is presented in honour of Richard Dimbleby.

## **PRODUCTION CATEGORIES**

#### **5. SINGLE DRAMA**

- This should be a single, self-contained drama – minimum length 30 minutes.
- When part of a strand, the umbrella title should also be listed.
- If shortlisted, the full programme should be uploaded for jury consideration.

#### **6. DRAMA SERIES**

- A drama of more than one episode where stand-alone story lines conclude within each episode but, in which the main characters and context continue throughout the series.
- Only one episode of a series may be entered and uploaded for viewing.

#### **7. DRAMA SERIAL**

- A drama of more than one episode where the story and characters develop throughout the series, rather than concluding at the end of each episode.
- Only one episode of a series may be entered and uploaded for viewing.

## **8. CONTINUING DRAMA**

- A drama transmitted for a minimum of 20 episodes throughout the year.
- Only one episode of a series (of no more than one hour in duration) may be entered and uploaded for viewing.
- The entered and uploaded episode cannot be a special: the episode selected must be fully representative of the series.
- If shortlisted: two episodes may be uploaded for jury viewing. Where possible this should show the range of the programme being considered and should not be two consecutive episodes.

## **9. INTERNATIONAL**

- For a single programme or series of any genre acquired from the international marketplace.
- Only one episode of a series may be entered and uploaded for viewing.

## **10. FACTUAL SERIES**

- More than one factual programme linked through a unified approach, narrative or the thematic development of a subject matter.
- Includes 'reality' programmes where the formatting consists only setting up an initial situation, which is then observed unfolding without further intervention.
- Excludes 'reality' programmes which employ further rules, intervention and/or introduces challenges. These 'reality' programmes should be entered in to the Features category.
- Excludes strands such as Cutting Edge or One Life (individual episodes of strands can be entered for the Single Documentary category).
- Excludes Arts, History, Natural History and Science series which are eligible in the Specialist Factual category.
- Only one episode of a series may be entered and uploaded for viewing.

## **11. SPECIALIST FACTUAL**

- Specifically for Arts, Religion, History, Natural History and Science programmes or series and includes both factual and performance programmes.
- Excludes entire strands such as The South Bank Show or Horizon but includes individual programmes from those strands.
- 'Factual Drama' is only admissible when the drama content closely and accurately recreates specific historical events and identified individuals.
- Drama's that are presented as 'factual' on the basis they broadly represent historical events should be entered into the drama categories.
- Only one episode of a series may be entered and uploaded for viewing.

## **12. SINGLE DOCUMENTARY**

- For one-off documentaries only.
- Includes individual episodes of documentary strands (such as Cutting Edge or One Life).
- Excludes individual episodes of documentary series; these should be entered in to the Factual Series category.
- If shortlisted, the full programme should be uploaded for jury consideration.

### **13. FEATURES**

- Includes Factual programmes not included in any other categories – includes cookery, gardening, lifestyle, studio discussions and factual entertainment programmes.
- Includes 'reality' programmes in which the formatting is present in the body of the programme through the application of particular rules, or the introduction of challenges such as The Apprentice or Ramsay's Kitchen Nightmares.
- Excludes 'reality' programmes in which the formatting consists ONLY of setting up an initial situation which is then observed unfolding without further intervention, such as The Family which would be eligible in the Factual Series category.
- Excludes overall strands.
- Only one episode of a series may be entered and uploaded for viewing.

### **14. CURRENT AFFAIRS**

- For single films, or films from a strand that are primarily concerned with unfolding current affairs.
- The winner will demonstrate a commitment to original journalism of the highest order and will aim to provide revelation, fresh insight and analysis. It will have moved on the agenda and debate. It will promote new understanding through analysis or reportage, and will be representative of journalism that makes a difference.
- It may or may not have an on-screen reporter.
- In the event of being shortlisted the complete single film or one episode from the stand must be provided.

### **15. NEWS COVERAGE**

- An individual news programme in its entirety.
- In the case of 24-hour news channels, the broadcaster is permitted to submit news programming of up to one hour's duration, running continuously without any internal editing.
- If shortlisted, one hour of the coverage can be uploaded for jury viewing.

### **16. SPORT**

- Coverage of a sports programme as transmitted can include sports highlights programmes, such as Match of the Day and Today At Wimbledon.
- If shortlisted, one hour of the entered programme can be uploaded for jury viewing.

### **17. NEW MEDIA**

- For the best use of new media in television this category rewards excellence and innovation in offering audiences a multi-platform television experience.
- The entry must relate to the UK broadcast of a TV programme and can be on any platform, including web, mobile and red button
- The emphasis should be on creativity and viewer engagement through the moving image.

### **18. ENTERTAINMENT PROGRAMME**

- Includes general entertainment programmes, variety shows, game shows, quizzes, panel games, stand-up and celebrity chat shows.
- Only one episode of a series may be entered and uploaded for viewing.

#### **19. COMEDY PROGRAMME**

- Includes sketch programmes.
- Only one episode of a series may be entered and uploaded for viewing.

#### **20. SITUATION COMEDY**

- Only one episode of a series may be entered and uploaded for viewing.

#### **PERFORMANCE CATEGORIES**

In all cases, where a performer appears in a series, only one episode of that series may be entered and uploaded for viewing.

#### **21 to 24. LEADING ACTOR / LEADING ACTRESS / SUPPORTING ACTOR / SUPPORTING ACTRESS**

- Performers should be entered in accordance to their lead or supporting role in the programme aired during the eligibility period.
- Whilst the entrant's choice is generally approved, the Television Committee has the right to move performers if they feel they are wrongly entered.

#### **25. ENTERTAINMENT PERFORMANCE**

- Includes stand-up

#### **26. FEMALE PERFORMANCE IN A COMEDY PROGRAMME**

- Includes comedy programmes, sketch shows and situations comedies.

#### **27. MALE PERFORMANCE IN A COMEDY PROGRAMME**

- Includes comedy programmes, sketch shows and situation comedies.

**THE TELEVISION COMMITTEE IS THE ARBITER OF ALL CATEGORY ELIGIBILITY.**

## **VOTING PROCESS**

The Fellowship, Writers Award, Outstanding Creative Contribution to Television and Award for the Year's Most Important Contribution On-Screen in Factual Television are in the gift of the Academy and are not open to voting by members at any stage.

Nominations and winners of all other Awards are decided by Television Voting Members and by juries.

Prior to the first round of voting, all Voting Members are informed of voting rules and must vote or register their abstention. They may vote for up to six programmes/individuals per category but may register their abstention from any category where they feel unqualified to vote. The top six go forward for jury consideration.

Voting in Round One is restricted to registered Voting Members. Voting is conducted online.

All voting is authenticated by the Academy's appointed scrutineers.

### **Broadcaster Entries**

After the first round of voting each broadcaster has the opportunity to enter an additional programme per category, per channel. In the case of terrestrial channels that have digital channels, the broadcaster can only choose one of their digital channels in which to put a programme forward; this does not affect their right to enter their terrestrial channels. The deadline for this entry is Wednesday 23 March 2011. For further information on entering please contact Kelly Smith (see Contact List).

### **Juries**

The top six, as voted for by the membership, is compiled with the broadcaster entries to form the jury shortlist. The juries then decide the four nominations and overall winner in each category.

**ALL DECISIONS MADE BY BAFTA AND ITS JURIES ARE FINAL AND NO CORRESPONDENCE WILL BE ENTERED INTO AS TO WHY PARTICULAR ENTRIES WERE OR WERE NOT NOMINATED**

## BAFTA LOGOS

- You may use the BAFTA logo online, in print and in broadcast once you have received a nomination and signed a BAFTA permission agreement.
- Logos and permission agreements will be provided by BAFTA before the nominations are announced for the purpose of advance artwork preparation, but may only be used if the programme receives a nomination.
- The official event logo must be used; use of the mask alone is not permitted.
- Please contact Nick Williams (see Contact List) for permission to use the BAFTA event logo.

## PIRACY

- The Academy takes a very serious view of piracy and will work with broadcasters and production companies to help prevent it.
- All BAFTA Voting members sign up to a code of conduct setting out their responsibilities regarding piracy. This code is available upon request from Jim Bradshaw (see Contact List).

## CONTACT LIST

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General Enquiries

TV Entry and Rules

Voting Procedures

Nominees

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### **Jim Bradshaw**

Membership & Branches Coordinator

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