

Orange British Academy Film Awards

Rules and Guidelines 2009 – 2010



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BRITISH ACADEMY
FILM AWARDS

British Academy of Film and Television Arts

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BRITISH ACADEMY FILM AWARDS

INTRODUCTION

The British Academy Film Awards are presented annually to recognise, honour and reward individuals for outstanding achievement in feature films released theatrically in the UK within the awards year.

The Academy also honours individuals with awards in recognition of their contribution to the film industry. These awards are in the gift of the Academy: they are approved by the Film 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 Film Awards ceremony.

NOMINATIONS AND WINNERS

- The nominations for each category will always be listed in alphabetical order;
- 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 Award may not be reproduced or used in any commercial manner unless prior permission has been obtained from BAFTA;
- The Academy does not issue replicas of the Award;
- 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.

ELIGIBILITY

Films must be released theatrically in the UK, within the Academy awards year: 1 January to 31 December 2009.

Films that open between 1 January and 19 February 2010 inclusive may be 'qualified' by Distributors by being screened to Academy Film Voting Members by Thursday 17 December 2009.

To be eligible, a feature film must:

- be feature-length, i.e. with a running time exceeding 60 minutes;
- receive its first public exhibition or distribution in the UK as a theatrical release;
- be exhibited publicly to a paying audience within a commercial cinema in the UK for no fewer than seven consecutive days.

Any release pattern which falls outside of this definition will not normally be eligible. Please contact us if you are unsure.

Films from all countries are eligible in all categories, with the exception of Outstanding British Film, Outstanding Debut, Short Film and Short Animation which are for British films only.

All films will automatically be listed in all eligible categories, with the following exceptions:

- Documentary films will not automatically be included in the eligible lists for Make Up & Hair, Costume Design, Production Design or Special Visual Effects;
- Animated films will not automatically be included in the eligible lists for Make Up & Hair, Costume Design or Special Visual Effects;
- Distributors/producers have the option to request that documentary and animated films are listed in these categories.

Please see separate entry criteria for Short Film and Short Animation (pages 7 and 8) and for Outstanding Debut (pages 6 and 7).

All decisions made by the Academy are final.

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 simultaneously released into cinemas and on television, 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.

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.

Film Awards or Children's Awards

Feature films can be entered into both the Children's Awards and the Film Awards.

FILM ENTRY AND SCREEN CREDITS FORM

- Films must be entered for consideration by the film's Distributor or Producer, or by an Academy Film Voting Member. Films must be entered online via www.bafta.org. Once an Entry Form has been submitted, the film's Distributor will be asked to complete a Screen Credits Form. Alternatively, the film's Producer may complete the Screen Credits Form;
- On-screen credits are used to determine eligibility in all categories. Official Screen Credits Forms are available online from www.bafta.org. They must be completed in full and be received by BAFTA by email no later than Thursday 19 November 2009, accompanied by the film's final opening and closing credit roll and the poster credit block. Any Screen Credits Forms received after this deadline will not be accepted. If the Distributor does not complete a form, BAFTA cannot guarantee the accuracy of credits listed for voting;
- Entry for the following awards requires completion of a separate entry form: Outstanding Debut, Short Film and Short Animation. These are available from Deena Manley and Nick Williams at BAFTA and via www.bafta.org;
- If an entered film is withdrawn after the final Entered Films List is issued to members and voting begins then it cannot be entered in any subsequent year, even if its release date has changed.

AWARD CATEGORIES

1. FELLOWSHIP

This award is in the gift of the Academy's Film Committee. 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 film.

2. OUTSTANDING BRITISH CONTRIBUTION TO CINEMA

This award is in the gift of the Academy's Film Committee. Its primary purpose is to honour the talents of individuals from the industry whose achievements are not usually recognised in other award categories.

3. OUTSTANDING BRITISH FILM

This award was created to recognise initiative and endeavour in British film, aiming to reward outstanding and original British filmmaking which shows exceptional creativity and innovation. The nominees and winner of this award are decided by a combination of membership Round One vote, Film Committee discussion and jury.

- Director(s), Writer(s) and a maximum of three Producers are eligible;
- To be eligible, a film must have significant British creative involvement and be certified as British under one of the UK Film Council's three definitions (<http://www.ukfilmcouncil.org.uk/qualifying>). Only exceptionally will a non-certified film be considered. Final decisions on eligibility rest with the Academy's Film Committee.

4. OUTSTANDING DEBUT BY A BRITISH WRITER, DIRECTOR OR PRODUCER

This award was established to encourage British filmmaking by recognising individuals in the selected disciplines; it was previously presented as the Carl Foreman Award for Special Achievement by a British Writer, Director or Producer in their First Feature Film.

The nominees and winner of this award are decided by a jury and is not open to voting by Academy Members at any stage.

The award is presented at the jury's discretion.

Jury Process

For full details of the jury procedure for this award see pages 16-17.

Eligibility

The film must be eligible according to BAFTA's standard eligibility criteria. In addition:

- The film must be a British film according to BAFTA's criteria for British films;
- Throughout 2009, and at the date of presentation of the award, the candidate must be a British citizen;
- The candidate must be a substantive writer, producer or director. Ancillary roles, such as an assistant director are not eligible;
- The film must be the candidate's first feature film (fiction or documentary) as either writer, director or producer **and** be released in the UK.

First Feature Film

- If a candidate has previously made a film in the relevant role but that film has not been theatrically released in any part of the world, that candidate would still be eligible for the award;
- If a candidate has previously made a film in the relevant role and that film has been theatrically released in any part of the world, in general that candidate would not be eligible for the award but, if that release was outside of the UK, the candidate could be eligible if the jury considers that the circumstances are exceptional;
- Where a candidate is credited in the same role on two or more films released in the same awards year: except in exceptional circumstances the film first shot should be regarded as the candidate's debut; the sequence of release is irrelevant.

5-6. SHORT FILM AND SHORT ANIMATION

Rules

Nominees and winners for the Short Film and Short Animation Awards are decided by a jury. These Awards are not open to Voting Members at any stage.

- These Awards are open to UK productions only. Films are only eligible if they have a substantial British contribution in the majority of the following areas:
 - Production Company
 - Finance
 - Director
 - Producer
 - Writer
 - Short Animation: Key animation/creative talent
 - Short Film: Principal cast and crew
- Films must have been completed between 1 June 2008 and 31 October 2009. No exceptions will be made;
- The maximum running time, including end credits, is 40 minutes;
- Previously entered films are not eligible;
- Entries that are part of a television programme/series, feature film or music promotional video are not eligible;
- Films in a language other than English may only be submitted with English subtitles, or in an English language version;
- The film must be fiction; however, the jury may use its discretion to accept dramatised factual subjects;
- Short Film only: all submitted films must have been either screened or accepted into at least one of the festivals recognised by the Academy. The list of festivals is available on the website (www.bafta.org) or from the Academy;
- Short Animation only: traditionally, the Award is for subjects shot on film but the Academy will accept productions originated in other media or using a mixture of techniques;
- There will be five nominees for Short Film and three for Short Animation;
- These Awards will be presented to the Director, Producer and Writer only. A maximum of four named nominees will receive an Award;
- All decisions made by the Academy jury and BAFTA are final and no correspondence will be entered into as to why particular entries were or were not nominated.

Entry

- Films may be entered by companies or individuals. Film schools and colleges are advised to submit no more than three films, although, in exceptional circumstances and with prior permission, the Academy may consider accepting up to two extra films per school. All student films must be submitted by the film school or college;
- Applications will be accepted between Monday 1 September and 17:00 GMT on Friday 31 October 2009. Entries must include ALL of the following:
 - A hard copy of the entry form (downloadable from www.bafta.org or emailed on request) with all sections completed and signed;
 - Three DVD screeners of show quality (PAL region 2/multi-region). These screeners will be used for the initial judging and will not be returned;
 - Short biographies of the Director, Producer and Writer;
 - A short synopsis of the film (approximately 50 words);
 - Front and end credit rollers as they appear in the finished film;
 - Three stills of the film on hard copy, disc or email;
 - 35mm print or Beta of the film;
 - Short Film only: Proof of acceptance/screening at one of BAFTA's recognised festivals.
- A 35mm print or Beta of every film must be submitted to the Academy by 17:00 on Friday 27 November 2009 (note: Short Animations will be accepted on Beta only). Applicants may choose to send the print or Beta with the application form but all films must remain at the Academy until the judging process is complete. Any charges incurred for the delivery or return of prints or Betas must be covered by those submitting the film;
- All prints and Betas (except those of nominated films) will be available for collection after the announcement of the nominations.

7. BEST FILM

- Eligibility is limited to the Producer(s) of the film. A maximum of three Producers may be credited;
- Executive Producer, Co-producer, Associate Producer, Line Producer, 'produced in association with' or any other credits are not eligible;
- All feature-length films of any genre are eligible for this award, including films not in the English language, animated films and documentaries.

8. DIRECTOR

- Eligibility is limited to the Director(s) of the film.

9. ORIGINAL SCREENPLAY

- Eligibility is limited to the Writer(s) of the original screenplay: 'story by' or similar credits are not eligible.

10. ADAPTED SCREENPLAY

- Where a script is based on any source (novel, play, short story, video game, memoir, TV show or another film) it will be considered adapted. This includes sequels and prequels;
- Eligibility is limited to the Writer(s) credited with adapting the original source material: 'story by' or similar credits are not eligible.

11-14. LEADING ACTRESS, LEADING ACTOR, SUPPORTING ACTRESS AND SUPPORTING ACTOR

- All individual performers are eligible for consideration in these categories;
- The category in which individuals are placed is determined by the Members' selection in the first round of voting; the performer will be placed in the category for which they have received the most votes. All votes cast for that individual will be added together and the 15 performers with the most total votes will be longlisted;
- Our voting system does not permit Members to cast more than one vote per performer (i.e. place a performer in both leading and supporting categories). The film's Distributor/Producer may make representations to the Academy about the award they wish a performer to be considered for and this may be taken into consideration.

15. MUSIC

- This award is presented for achievement in film music and encompasses both original score and adapted or sourced music. It is presented to the individual(s) responsible for creating the audience's overall musical experience;
- If 50% or more of the film's music is original, only the Composer(s) may be listed. If less than 50% of the film's music is original, Additional Contributors may also be listed;
- Additional Contributors may include Music Editor, Music Supervisor, Music Consultant, Music Director, Arranger and Writer. Assistants and partial contributors are not eligible;
- A maximum of three names may be listed which should include the Composer(s) responsible for the conception and execution of the film's score and/or the individual(s) responsible for the conception and use of adapted and/or sourced music within the film;
- Cue sheets must be provided for all films included on the Longlist for the Music Award, following Round One voting and before the announcement of nominations. Longlists are announced on 7 January 2010; cue sheets must be provided by 8 January 2010;
- The film's Producer is not eligible. The film's Director may not be listed for this category unless they also receive a credit as a key music contributor.

16. FILM NOT IN THE ENGLISH LANGUAGE

- All feature-length films with predominantly (over 50%) non-English dialogue are eligible;
- Eligibility is limited to a maximum of three Producers and the Director(s) of the film.

17. ANIMATED FILM

- A film will be classed as an animated feature film if it is primarily animated throughout the majority of the length of the film and has a significant number of animated major characters;
- This award is presented at the Film Committee's discretion. It will not usually be presented if fewer than eight animated features have been entered;
- The award will be presented to the key creative talent behind the film, usually the Director; if two individuals equally shared the creative input, both names may be submitted. A maximum of two individuals will be nominated per film;
- No more than three films will receive nominations for this award.

18. CINEMATOGRAPHY

- Eligibility is limited to the Director of Photography.

19. PRODUCTION DESIGN

- Documentary films will not automatically be included in the eligible list for this category;
- Eligibility is limited to the Production Designer and Set Decorator.

20. COSTUME DESIGN

- Documentary and animated films will not automatically be included in the eligible list for this category;
- Eligibility is limited to the Costume Designer.

21. MAKE UP & HAIR

- Documentary and animated films will not automatically be included in the eligible list for this category;
- Eligibility is limited to a maximum of two artists directly responsible for the make up and hair design in the film;
- Individuals responsible for a particular performer only are not eligible;
- Assistants are not eligible;
- Exceptionally, where an individual has been responsible for a character or characters which make an outstanding contribution to the overall achievement of the film, they may be considered for nomination alongside those responsible for the overall design of the film. Final decisions on eligibility rest with the Academy's Film Committee.

22. EDITING

- Eligibility is limited to the Editor of the film;
- Assistants are not eligible.

23. SOUND

- A maximum of five names may be submitted and must include the following roles:
 - Production Sound Mixer;
 - Re-recording Mixer;
 - Supervising Sound Editor/Sound Designer;
- Assistants are not eligible.

24. SPECIAL VISUAL EFFECTS

This award is for Special and Visual Effects and recognises achievement in both of these crafts.

- Documentary and animated films will not automatically be included in the eligible list for this category;
- Eligibility is limited to those individuals with primary creative responsibility for the special and visual effects achieved within the production;
- A maximum of four names may be submitted. Additional names will not be considered;

- The individuals put forward should be those responsible for the most significant and outstanding effects within the film. The split between special and visual effects should be a reflection of the proportion of effects within the film achieved by each craft. Only in exceptional circumstances should the nominees be all special effects craftspeople or all visual effects craftspeople. BAFTA recommends that senior special and visual effects Supervisors are fully consulted in the process of selecting nominees;
- VFX or SFX producers, coordinators and executives are not normally eligible unless it can be shown that they are also directly and creatively responsible for the effects achieved;
- The list of proposed nominees will be circulated to members of the Special Visual Effects chapter in early December. Any appeals or amendments must be emailed to deenam@bafta.org by Friday 11 December and will be reviewed by BAFTA's Film Committee;
- If a film is longlisted in this category, BAFTA will make available to all members a short statement about the effects achieved within the production. This statement should explain how the key elements of the production were achieved and should be a fair reflection of both the special and visual effects input into the production. The statement can include images (stills from the film only), but must be no more than two A4 pages long and 500 words. This statement must be emailed as a word document to deenam@bafta.org by Friday 11 December.

ALL FINAL DECISIONS ON NOMINEE ELIGIBILITY REST WITH THE ACADEMY'S FILM COMMITTEE.

VOTING, CHAPTERS AND JURIES

The following awards are in the gift of the Academy and are not open to voting by members at any stage:

- Fellowship
- Outstanding British Contribution to Cinema

The following awards are in the gift of juries appointed by the Academy and are not open to voting by members at any stage:

- Outstanding Debut by a British Writer, Director or Producer
- Short Film
- Short Animation

The remaining awards are partially or wholly voted for by Academy Film Voting Members.

VOTING PROCEDURES

Voting is restricted to registered Film Voting Academy Members. Voting is conducted online and each round is authenticated by the Academy's appointed scrutineers.

Prior to the first round of voting, all registered Academy Film Voting Members are informed of voting rules and provided with the list of eligible films that have been entered by Producers, Distributors and Academy Film Voting Members.

Academy Film Voting Members must vote or register their abstention at every stage of voting.

Round One

In the first round, Members may vote for up to 12 films/individuals per category but may register their abstention from any category where they feel unqualified to vote.

Results of the first round vote are returned and the top 15 are listed as the Longlist, subject to the results of the Chapter vote.

In categories where there is a Chapter, the Chapter will be asked to rank their votes from one to 12 and their votes will be tabulated separately, as below. The Chapter's top five is included and flagged in the Longlist.

The results are scrutinised by the Academy to ensure there are no anomalies prior to the activation of the second round vote. This includes the placement of individuals within the correct performance categories (see page 9).

Round Two

In the second round, Members may vote for up to five films/individuals per category. The results are returned and the top five in each category are listed as nominations. These numbers may be exceeded only in the case of a tied vote.

Round Three

In the third round of voting, all Academy Film Voting Members vote for the winner of Best Film, Film Not in the English Language, Leading Actor, Leading Actress, Supporting Actor and Supporting Actress.

In all remaining categories, the members of each Chapter will determine the winners.

Chapter Voting

- Chapters are made up of Academy Members with expertise and experience in the specialised field relating to a category (Sound, Music, etc.). A Chapter must contain 80 or more Members. If a category has fewer than 80 Chapter members at the start of the voting period, then there will be no Chapter vote and the winner of that category will be decided by a jury;
- In Round One, Chapter members will be asked to rank their votes from one up to 12 (they do not have to cast all 12 votes). Their votes are counted along with the general membership vote. Additionally, each Chapter Member's top five selection is tabulated separately. The top five results returned by this separate count will be included in the Longlist for the second round of voting, where they will be highlighted, to distinguish them from other films selected by the general membership vote;
- In the final round, the relevant Chapter only will vote to select the winner in their category.

Exceptions

Outstanding British Film

- Voters have up to ten votes in Round One. There is no vote in Rounds Two or Three as the nominees and winners are decided by a combination of Film Committee discussion and Jury.

Animated Film

- Voters have up to five votes in Round One and up to three votes in Round Two. There are only three nominees.

Costume Design and Make Up & Hair

- Costume Design and Make Up & Hair practitioners will combine to form a Chapter voting for both these categories;
- If the combined Make Up & Hair and Costume Chapter members do not number 80, then the winners will be decided by two juries (one for Make Up & Hair and one for Costume).

Acting Chapter

- The votes of the Acting Chapter are counted separately in Round One, as above, for the four performance categories. In Round Three, all Academy Film Voting Members will vote to select the winners in these categories.

Film Not in the English Language

- Only members of the Film Not in the English Language Chapter vote for this category in Round One. Chapter members have up to five votes and the results of this vote are returned as the Nominations. There is no vote in Round Two. All members vote for the winner in Round Three.
- If there are fewer than 80 members of this Chapter, the membership will vote in Rounds One and Two, with a jury deciding the winner.

SUMMARY TABLE

	Round 1: produces Longlist	Round 2: produces Nominations	Round 3: produces Winner
Best Film	All Members Up to 12 votes	All Members Up to 5 votes	All Members 1 vote
Director Music Cinematography Production Design Editing Sound Special Visual Effects	All Members Up to 12 votes Relevant Chapter Members' votes tabulated separately and their top 5 flagged in the Longlist	All Members Up to 5 votes	Relevant Chapter Members only 1 vote
Adapted Screenplay Original Screenplay	All Members Up to 12 votes Screenplay Chapter Members' votes tabulated separately and their top 5 flagged in the Longlist	All Members Up to 5 votes	Screenplay Chapter Members only 1 vote
Costume Design Make Up & Hair	All Members Up to 12 votes Make Up & Hair and Costume Design Chapter Members' votes tabulated separately and their top 5 flagged in the Longlist	All Members Up to 5 votes	Make Up & Hair and Costume Design Chapter Members only 1 vote
Animated Film	All Members Up to 5 votes Animation Chapter Members' votes tabulated separately and their top 5 flagged in the Longlist	All Members Up to 3 votes	Animation Chapter Members only 1 vote
Leading Actress Leading Actor Supporting Actress Supporting Actor	All Members Up to 12 votes Performance Chapter votes tabulated separately and their top 5 flagged in the Longlist Placing of performers in Lead or Supporting is determined by Members' Votes	All Members Up to 5 votes	All Members 1 vote
Film Not in the English Language	Produces Nominations Film Not in the English Language Chapter only Up to 5 votes	No vote	All Members 1 vote
Outstanding British Film	All Members Up to 10 votes	No vote: Film Committee and Jury decide nominations and winners	

JURY RULES AND PROCEDURES

Rules Governing All Film Awards Juries

- Juries should always amount to an odd number with a recommended number of nine. A minimum of seven and maximum of 11 members is allowed. The majority must always be practitioners working within the craft of the category under consideration;
- If, for any reason, a jury member becomes unavailable, every effort must be made to obtain a replacement;
- Any individuals with a conflict of interest will not be allowed to serve on the jury;
- Each jury chair is responsible for initially informing members that, by accepting the invitation to serve on the jury, they agree to: a) observe confidentiality at all times, and b) be present at the voting session until the procedure has been completed and a winner has been identified;
- All jurors will be asked to sign a confidentiality agreement;
- It is the responsibility of the chair to ensure that, when inviting persons to stand, no one organisation connected via their business backgrounds could become a majority influence;
- Each jury chair will decide upon their own method of inviting potential jury members and later, when the jury have been appointed, of keeping them informed of nominations, dates of jury screenings and the jury session as they become known;
- It is the responsibility of jury members to see all nominated films and, prior to the commencement of discussion, the chair will ensure that this requirement has been fulfilled. If not, the member(s) concerned must stand down.
- Jury chairs should ensure that no juror sits on more than one jury (plus the Outstanding British Film jury);
- The chair will be provided with a jury paper in advance of the jury session, outlining the voting rules and procedures. The chair is responsible for accurately imparting the information to jury members;
- The chair will, during the briefing, inform jurors of the procedure to be adopted for identifying the nominations and/or winner, the event of a tie at any stage and, if necessary, use of a casting vote. These procedures will be outlined in the jury paper;
- The chair may engage in discussion but may not 'lead' the jurors in any way;
- The chair will make it very clear that, at the end of the jury session, a tie (i.e. no result) is not acceptable;
- The Academy's Film Committee Chair must be informed of any circumstance that could be construed as a conflict of interest. If the chair or any member of the jury has a business connection or other personal association with a nominee or nominated film, they must step down. If considered necessary, a replacement will be arranged.

Jury Voting Procedures

- Once identified, the nominations are printed onto the voting forms and distributed to the jury by the chair;
- The chair will instruct jury members to print their names where indicated at the top of the voting form;
- Discussion followed by voting will then take place. Each jury member will confirm their vote by signing the form next to the nomination they have selected as the winner;
- The chair will collect the forms and count the votes without reference to who has voted for which film;

- In the event of a clear majority at the first vote, the chair will only inform jury members that a decision has been reached. The name of the winner will not be disclosed.

Tied Vote

- In the event of a tied first vote, the jury chair will call for a second vote. Nominations which have gained no votes or one vote only will not go forward as contenders;
- The chair will return the voting forms and instruct members to refer to the box headed 'second vote';
- The chair will state which nomination(s) received no votes or one vote only in the first vote, and will confirm to jury members that these films must now be disregarded;
- The chair will then confirm which nominations remain. Jury members will enter them in the second vote box themselves;
- Discussion on the remaining nominations will then take place;
- Before the second vote takes place, the chair will inform the jury that, in the unlikely event of a further tied vote, he/she will exercise the right to a casting vote. However, when the voting slips are handed in (after the second vote) there will be no comment on them by the chair. Whether a casting vote must be used or not will not be stated.

Result Slips

- The chair will enter the final result on the result slips, a pair of self-carbonated papers;
- Result slips are forwarded in pre-printed, colour-coded sealed envelopes;
- The top copy (white) will be forwarded to the Chief Executive of the Academy;
- The second copy (pink), together with all jury voting forms will be forwarded to the Academy's scrutineers;
- The scrutineers will confirm the results of each category in writing to the Chief Executive at the end of the jury process;
- The scrutineers will retain voting forms – together with their pink copy of the result slip – for one year following the date of the Awards ceremony.

Juries in Chapter-voted Categories

If the Chapter relevant to a category which would normally be Chapter-voted numbers fewer than 80 members, then the winners in that category will be decided by a jury. The following procedure will be adopted. The jury is subject to all standard BAFTA jury rules (as above):

- A member of the Film Committee will be appointed to act as chair. The chair is responsible for appointing their jurors, in consultation with the Film Committee Chair;
- The jury chair should contact Doreen Dean (see page 23 for details) to book a date, time and venue for their jury session to take place.

Procedures for the Outstanding Debut Jury

The process follows all standard rules for juries except in the following:

- The jury will meet up to five times over the course of the Awards year;
- The jury chair is appointed by BAFTA's Film Committee;
- The jury is appointed by BAFTA's Film Committee in conjunction with the jury chair and should represent a wide range of experience and skills within the industry;

- Any member of the jury who is unable to attend the final two selection meetings can take part in discussions via telephone and can cast their vote confidentially via the Chairman;
- Before voting for the winner, any juror with a conflict of interest will stand down.

Procedures for the Outstanding British Film Jury

The process follows all standard rules for juries except in the following:

- Nominations will be decided by the Film Committee. The winner will be decided by a jury;
- The jury will be chaired by the Chair of BAFTA's Film Committee and will be comprised of all elected and co-opted members of the Film Committee, plus additional invited jurors;
- The jury chair will invite additional jurors, up to a maximum of 25.

GUIDELINES FOR DISTRIBUTORS

Screenings and Question & Answer Sessions

The Academy aims to screen a broad selection of eligible films, including all nominated films. Where possible, nominated films will be screened once at the BAFTA after the announcement of nominations or twice where a film has not been made available to the Film Voting Members as a DVD screener.

As it is not possible for BAFTA to screen all films released within the awards year, Distributors are encouraged to allow Film Voting Members free access to eligible films at additional outside screenings.

The following must be adhered to when organising screenings:

- The provision of food is permitted, but not on a scale where it could be seen as an inducement;
- The distribution of gifts to screening attendees is not permitted;
- Distribution of a one- or two-sided sheet of A4 giving information about the film is permitted at screenings;
- The Academy encourages Distributors to host Q&A sessions following screenings with either cast or crew members, as a valuable means of better informing members;
- Q&As may be recorded and made available to the membership online as audio or video podcasts. They may also be included on BAFTA DVD screeners as extras;
- All Distributors must sign a Screenings Q&A Agreement (available from the Academy), to agree:
 - to provide BAFTA with one copy of all Q&A footage filmed at screenings for BAFTA members that take place as part of the Orange British Academy Film Awards campaigning season, whether such screenings take place at BAFTA, 195 Piccadilly, or any other venue;
 - to deliver such copies on Digi-Beta by no later than one week after the Film Awards ceremony;
 - to allow BAFTA unlimited use of this footage – both internally and online – after the Film Awards have taken place for non-commercial purposes, in perpetuity;
 - to pay BAFTA a one-off fee of per film if Q&A footage filmed at screenings for BAFTA Members is used commercially on a DVD of the film as an extra or elsewhere.

A Screenings Q&A Agreement must be signed and returned before the Distributor informs the membership of any Q&A events;

- The Academy must be kept informed of all screenings that are arranged at venues outside the Academy;
- Although it is not compulsory for films released after the screening deadline (17 December 2009) and before the end of the standard eligibility year (31 December 2009) to be screened especially for members, the Academy strongly recommends that distributors arrange additional screenings of such films for members before the screening deadline.

Communications

Email

Distributors (or PR companies campaigning on behalf of distributors) will be provided with the email addresses of all Members who have agreed for their details to be passed on.

Email lists are provided subject to signature of a confidentiality agreement which states that:

- The lists must not be passed on or used for any purpose other than campaigning for the Film Awards;
- All emails sent must be sent to ALL members on the list (unless otherwise agreed in writing with BAFTA) and must adhere to all other guidelines as listed below;
- The lists must not be printed, and electronic copies must be permanently deleted by the date of the Film Awards ceremony.

Although emails are often the best way of informing Academy Members about screening information, please be aware that some Members use dial-up connections and do not want to download large emails.

The following is applicable to email communications:

- Emails must be in plain text only and not exceeding 50kb in size. Attachments and coloured backgrounds are not permitted;
- Emails may give details of screenings (i.e. venue, time, date) and/or information about the film(s). This may include synopsis, cast and crew, 'for your consideration' listings which reflect the BAFTA categories, quotes and other nominations/awards received.
- Where other nominations are listed (e.g. Oscar or Golden Globe nominations), please ensure that it is clear that these are not BAFTA nominations. Where BAFTA Longlist mentions are included, please do not refer to these as nominations;
- Website links may be included in emails. A list of the features available on these websites (trailers, podcasts, etc.) may also be included;
- Emails thanking Members for voting are not permitted.

Please make clear in any communications to Members that the originator of the message is you and not the Academy, and please respect Members' wishes if they ask to be taken off your mailing list.

Some Distributors refer to their awards campaign offices, in print and on the telephone, as 'the Academy office' or 'the BAFTA office'. This is incorrect and confusing to Members. We suggest the more accurate 'Distributor's name Awards Office'.

Postal

The Academy will, with Members' permission, provide address details directly to Distributors so that Distributors are able to send screeners, printed materials, screenplays and soundtracks to Film Voting Members

Any organization who will require access to the mailing list for the purpose of sending materials to our members (including distributors, PR companies, fulfillment houses and mailing houses) must sign a separate confidentiality agreement with BAFTA before the list will be released.

The lists may only be used to send material relating to entered films and all materials must adhere to the guidelines on page 20. All lists must be deleted and/or destroyed by the date of the Film Awards ceremony.

The BAFTA membership department must be informed of any material being posted to the Members **before** it is sent.

Screeners

Whilst Members are encouraged to see all films in the cinema, as intended by the filmmakers, distributors may send screeners to Film Voting Members as an additional resource.

BAFTA LA and East Coast Member distribution lists will also be made available through the London office.

- Members must be given the opportunity to see films in the cinema prior to the distribution of screeners;
- Screener covers may contain artwork/quotes/other awards won. The Academy does not need sight of printed materials in advance;
- Retail versions of DVDs may be sent;
- Extras on DVDs are permitted, including 'making of' documentaries and recordings of Q&As;
- The Academy encourages distributors to include a list of categories, with cast and crew credits, either on screener covers or on a letter enclosed with the screener. This list must reflect the British Academy Film Awards categories only. Where performers are listed, it is helpful to include photographs where possible;
- DVD packaging must be limited to DVD box only. No excessive packaging is permitted;
- Please contact us if you wish to distribute Blu-Ray discs;
- Please consider the location of the Voting Members when distributing screeners: provision of region-appropriate DVDs is appreciated, where possible;
- Films cannot be distributed to the Members online via downloads;
- Please note that ten identical BAFTA names are included in the list of Voters provided for the purposes of distributing screeners. These are for our production team, writers and Outstanding British Film jurors. Thank you for your assistance in providing these extra screeners.

Brochures and Other Materials

If you wish to send Members printed information about your film, the following must be adhered to:

- Additional printed information must not exceed a single two-sided A4 document per film. This document can be of any shape but must not exceed the size limit. Details of screenings (i.e. venue, time, date) may be listed and/or information about the film(s). This may include synopsis, cast and crew, 'for your consideration' listings which reflect the BAFTA categories, quotes and other nominations/awards received. Where performers are listed, it is helpful to include photographs where possible;
- You may combine a number of films within a booklet; the same limit of two sides of A4 per film applies, although you may add a cover. Covers may contain company details (contact numbers, etc.) but no details of the films;
- It is acceptable to send soundtracks. Retail versions may be sent if available but these must contain music written or licensed for the film only; 'inspired by' albums must not be sent. Soundtracks may also be provided online as downloads;
- If you wish to send screenplays, Members must be contacted in advance and asked if they would like to receive a copy. Screenplays should generally be provided as downloads but hard copies may be sent. Retail versions of screenplays are not permitted;
- 'Making Of' books are not permitted.

Chapter Lists

Chapter lists will not be made available for any chapter except for the Film Not in the English Language chapter.

This chapter list is made available in order to help distributors to increase the number of foreign language films sent out to members on screener DVDs.

Only members of the Film Not in the English Language chapter vote for the nominations in this category, however, please note that all members vote for the winner of this category and foreign language films are eligible in all categories, so we do recommend that screeners of foreign language features should be sent to all members where possible.

BAFTA Logos

- Distributors may only use the BAFTA event logo in print and broadcast once a film has been nominated;
- Logos and permission agreements will be provided by the Academy before the nominations are announced, for advance artwork preparation, but may only be used if the film receives a nomination;
- The Orange British Academy Film Awards event logo changed in 2007. If you are unsure whether you have the most up to date logo, please contact us;
- The official event logo must be used; use of the mask alone is not permitted;
- Contact Nick Williams (see page 23) for permission to use the BAFTA event logo.

Piracy

The Academy takes a very serious view of film theft and will work with Distributors to help prevent it.

All BAFTA Film 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 page 23).

If any aspect of your campaigning is not covered in the above, please do not assume it is permitted

Please contact Deena Manley at BAFTA (see page 23) if you have any queries about these rules and guidelines

Any infringement of these rules will be referred to the BAFTA Film Committee, who may impose penalties

TIMETABLE

2009

Monday 2 November	Deadline for receipt of Outstanding Debut entry forms
Thursday 19 November	Deadline for Distributors/Members/Producers to enter films, including qualifying films Deadline for receipt of Screen Credits Forms
Wednesday 2 December	Details of all entered films and online voting information will be made available to Film Voting Members
Monday 7 December	Round One voting opens at 10:00 GMT
Friday 11 December	Deadline for receipt of Special Visual Effects statements and nomination appeals
Thursday 17 December	All entered films, including qualified films, must be screened to Members by this date Distributors may continue to hold additional screenings after this date if they wish

2010

Tuesday 5 January	Round One voting closes at 18:00 GMT
Tuesday 7 January	Longlist announced Film Not in the English Language Nominations announced Round Two voting opens at 12:00 GMT
Tuesday 12 January	Orange Rising Star Award Nominations announced
Tuesday 19 January	Round Two voting closes at 18:00 GMT
Thursday 21 January	Nominations Announcement Round Three voting opens at 10:00 GMT
Sunday 24 January	Screenings of nominated films at BAFTA begin for juries, Chapters and all Film Voting Members
Tuesday 16 February	Round Three voting closes at 18:00 GMT
Friday 19 February	All entered films to open for general release to the public by this date
Sunday 21 February	Orange British Academy Film Awards

CONTACT LIST

Deena Manley

Film Awards Officer

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deenam@bafta.org

General Enquiries

Film Entry and Rules

Voting Procedures

Nominees

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Juries

Outstanding British Film

Jim Bradshaw

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Membership Enquiries

Voter lists and Information

Confidentiality Agreements

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Members' Screening Programme

Nick Williams

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Short Film and Animation Awards

Chief Executive's Office

Logos/Permission Agreements

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