

Orange British Academy Film Awards

Rules and Guidelines 2012 – 2013



Orange

BRITISH ACADEMY
FILM AWARDS

British Academy of Film and Television Arts

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Rules and Guidelines 2012-2013

Contents

Introduction	2
Nominations and Winners	3
Eligibility	4
Film Entry	5
Clip Usage	5
Award Categories and Rules	6
Voting, Chapters and Juries	12
Summary Table	14
Jury Rules & Procedures	15-16
Campaigning Rules and Guidelines	17-21
Timetable	22
Contact List	23

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.

Awards Presented	Rules on page
1. Fellowship	6
2. Outstanding British Contribution to Cinema	6
3. Outstanding British Film	6
4. Outstanding Debut by a British Writer, Director or Producer	6-7
5. Short Film	7-8
6. Short Animation	7-8
7. Best Film	8
8. Director	8
9. Original Screenplay	8
10. Adapted Screenplay	8
11. Leading Actress	9
12. Leading Actor	9
13. Supporting Actress	9
14. Supporting Actor	9
15. Original Music	9
16. Film Not in the English Language	9
17. Animated Film	9
18. Documentary	9-10
19. Cinematography	10
20. Production Design	10
21. Costume Design	10
22. Make Up & Hair	10
23. Editing	10
24. Sound	10
25. Special Visual Effects	11

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 and list 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 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;
- The Academy does not issue replicas of the Award; in light of this fact, certain companies directly involved with the winning films in certain categories may purchase a duplicate winner certificate so that they can have a record of their involvement in a winning film. No duplicate nomination certificates can be issued.

ELIGIBILITY

Films must be released theatrically in the UK, within the Academy's Awards year: 1 January to 31 December 2012.

Films that open between 1 January and 8 February 2013 inclusive may be 'qualified' by Distributors by being screened to Academy Film Voting Members no later than 20 December 2012.

To be eligible, a feature film must:

- be feature-length (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 days. These need not be consecutive days, nor the same venue.

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

Previously entered films are not eligible. Where a film is released in more than one language version, only one version can be entered and this should generally be the original language version.

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 should be listed in all categories by the Entrant, with the following exceptions:

- If there is no relevant credit, Documentary films do not need to be included in the eligible lists for Screenplay, Make Up & Hair, Costume Design, Production Design or Special Visual Effects. Where there is a relevant credit, Entrants have the option to request that Documentary films are listed in these categories;
- If there is no relevant credit, Animated films do not need to be included in Make Up & Hair, Costume Design or Special Visual Effects categories. Where there is a relevant credit, Entrants have the option to request that Animated films are listed in these categories;
- Entrants may list their film in Original Music only if 50% of the film's music is original (see page 9). Entrants opt to put a film forward in this category and must provide supporting material to confirm its eligibility.

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 released into cinemas and on television or online 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 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

- Films must be entered for consideration by the film's Distributor or Producer, or their nominated representative. BAFTA Film Voting Members may also suggest films for entry.
- The Online Entry Form for a film must be completed before Members are contacted about opportunities to see that film (see pages 17-21), this is so the film's eligibility can be established. For screenings scheduled prior to the full rules being published please contact Alex Cook (see page 23) for procedure.
- 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. This year we are piloting online entry, please contact Alex Cook (see page 23) for details. A form must be completed in full and be received by BAFTA by email no later than **Wednesday 14 November 2012** The film's final opening and closing credit roll, the poster credit block and the music cue sheet (if eligible) must be submitted to BAFTA by the same date. If the Distributor does not complete the form in full, BAFTA cannot guarantee the accuracy of credits listed for voting or nomination;
- Films must be entered in ALL categories in which it is eligible and where there is an eligible screen credit. Please see Awards Categories and Rules (pages 6 to 11)
- Entry for the Short Film and Short Animation Awards requires completion of a separate entry form. These are available from Nick Williams (see page 23) 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.

CLIP USAGE – NOMINATED FILMS

- Part of BAFTA's charitable remit is to promote excellence to as large an audience as possible. In order to fulfil this, the Academy intends to make clips of the nominated films available to the public on the BAFTA website www.bafta.org and www.guru.bafta.org;
- As usual, BAFTA will also show clips of nominated films at the Awards ceremony and these clips may form part of the television and online broadcast of the Awards ceremony in the UK and around the world;
- Owners of nominated films are obligated, if requested, to submit to BAFTA a copy of the film in Digibeta format, no later than five days following the Nominations Announcement. BAFTA and/or their production company will maintain such tapes under tight security and return them immediately following the ceremony broadcast. We will send you a clip licence for your signature to confirm which clips are to be used and where;
- By entering a film for British Academy Film Awards consideration, the film's owners are deemed to have conveyed to BAFTA the right to choose excerpts from the film at BAFTA's sole discretion for incorporation into the television broadcast of the ceremony and on the BAFTA website and associated websites for non-commercial purposes in the context of the Awards for one year from February 2013;
- If you foresee any problems with the granting of this licence, please contact Alex Cook (see page 23) prior to entering the film.

AWARD CATEGORIES AND RULES

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 a British industry individual whose achievements have changed the face of cinema.

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.

- 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 BFI/DCMS's three definitions available here <http://industry.bfi.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 it 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 15 and 16.

Eligibility

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

- The film should be a British film according to BAFTA's criteria for British films. Exceptionally, the jury may choose to consider a British writer, producer or director who makes their feature debut as writer, producer or director on a non-UK film;
- Throughout 2012, 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 would be regarded as the candidate's debut; the sequence of release is irrelevant.

5-6. SHORT FILM AND SHORT ANIMATION

Rules

Nominees for the Short Film and Short Animation categories are decided by a jury. Winners for both categories will be decided by the Opt-in Shorts Chapter.

- These categories 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
 - Principal cast and crew (Short Film)
 - Key animation and creative talent (Short Animation)
- Films must have been completed between 1 June 2011 and 31 October 2012. 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 at or accepted into at least one of the festivals recognised by the Academy. The list of festivals is available from www.bafta.org or from the Academy;
- Five films will be nominated for Short Film and three for Short Animation; Awards will be presented to the Director, Producer and Writer only. A maximum of four named nominees will receive an Award.

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;
- Entries will be accepted between Monday 3 September and 12:00 GMT on Wednesday 31 October 2012. Entries must include ALL of the following:
 - A hard copy of the entry form (downloadable from www.bafta.org) with all sections completed and signed;
 - One DVD screener of show quality (PAL region 2 or multi-region);
 - 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 (Word, PDF or Excel);
 - Short Film only: Proof of acceptance/screening at one of BAFTA's recognised festivals.
- Entrants whose films have been longlisted will be contacted by the Academy by Wednesday 5 December 2012 and asked to submit a beta tape or Digital Cinema Package (DCP) of the film to the Academy by Tuesday 11 December, 12:00 GMT. Applicants may choose to send the beta tape or DCP with the initial application but all films must remain at the Academy until the judging process is complete. Any charges incurred for the delivery or return of betas must be covered by those submitting the film;
- All beta tapes and DCPs (except those of nominated films) will be available for collection after the Nominations Announcement.

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 another narrative 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 5 performers in each category with the most total votes will be nominated;
- 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 prior to the close of Round One and this may be taken into consideration.

15. ORIGINAL MUSIC

- A film will be eligible if more than 50% of its music is original composition created specifically for it;
- Films will not automatically be listed for voting in this category. Entrants may choose to put a film forward for this category, provided that it meets the eligibility criteria. Cue sheets must be provided for all films entered for the Original Music Award. These must be marked up to show which cues are original compositions specifically for the film and which are not. These must be received by Wednesday 14 November. An extension to this deadline will only be considered for qualified films (i.e. those released between 1 January and 8 February 2013);
- Original songs created specifically for the film may contribute to the total amount of original composition;
- Eligibility is limited to the composer(s) of the original score, responsible for the overall conception, design and execution of the work as a whole;
- Where the composer created less than 50% of the original music, additional contributors may be considered.

16. FILM NOT IN THE ENGLISH LANGUAGE

- All feature-length films with predominantly (over 50%) non-English language 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. DOCUMENTARY

- A film will be classed as a documentary if it is predominantly factual in content; this includes re-enactments, animation, archive footage and stills as well as documentary footage. Dramatised factual subjects will not qualify as documentaries;
- This Award is presented at the Film Committee's discretion. It will not usually be presented if fewer than 15 documentary features have been entered;

- The Award will be presented to the key creative talent behind the film, usually the Director; if a Producer equally shared the creative input with the Director, both names may be submitted. A maximum of two individuals will be nominated per film;

Three films will receive nominations for this Award. The committee reserves the right to extend the number of nominees up to a maximum of five.

19. CINEMATOGRAPHY

- Eligibility is limited to the Director of Photography.

20. PRODUCTION DESIGN

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

21. COSTUME DESIGN

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

22. MAKE UP & HAIR

- Eligibility is limited to a maximum of two artists directly responsible for the principle make-up and hair design in the film;
- Assistants are not eligible;
- Documentary and Animated films will not automatically be included in the eligible list for this category;
- Final decisions on eligibility rest with the Academy's Film Committee.

23. EDITING

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

24. 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.

25. SPECIAL VISUAL EFFECTS

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

- 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, generally the Visual Effects or Special Effects Supervisors. The proportion of special and visual effects individuals put forward should be a fair 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. The film's Producer(s) and senior Special and Visual Effects Supervisors must be fully consulted in the process of selecting those who should be credited;
- 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 Alex Cook (see page 23) by Friday 14 December and will be reviewed by BAFTA's Film Committee;
- If the Entrant would like to submit a short statement about the effects achieved within the production, BAFTA will circulate these to Members. 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), and should be no longer than 1000 words. This statement must be emailed as a word document to Alex Cook (see page 23) by Friday 7 December.
- Documentary and Animated films will not automatically be included in the eligible list for this category.

Entrants will be contacted once entry has closed to:

- a) Confirm the entered film is entered into the correct categories and the performers listed are correct by checking the Entered Films List (deadline for appeal is 27 November 2012)
- b) Confirm that the named nominees are correct by checking the Nominated Names List (deadline for appeals is 14 December, 2012)

APPEALS

All appeals regarding the number and identities of the named nominees must be received in writing by 14 December, 2012. The appeal must contain a statement from the film's Producer(s) and team Members working directly with the complainant.

Please note that Performer names can only be added or amended up until 27 November 2012.

BAFTA accepts no responsibility for Entrants missing deadlines.

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

VOTING, CHAPTERS AND JURIES

The Fellowship and Outstanding British Contribution to Cinema Awards are in the gift of the Academy and are not open to voting by Members at any stage.

Outstanding Debut by a British Writer, Director or Producer is in the gift of a jury appointed by the Academy and is not open to voting by Members at any stage.

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

Round One

- In the first round of voting, Members and Chapters may vote for up to five films/individuals per category (three for Documentary and Animation). They should abstain in any category where they feel unqualified to vote or where they have not seen a considerable number of films;
- Results of the first round vote are returned and nominations are listed. Voters will be asked to rank their votes from one to five. These rankings will be applied in the event of a tie. The Academy reserves the right to list more than five in each category if following ranking being applied, a tied vote remains a tie.
- The results are scrutinised by the Academy and independent scrutineers 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).
- In Animated Film, Documentary, Film Not in the English Language and Outstanding British Film only members of the relevant Opt-in Chapter vote for the nominees.

Round Two

- In the second round of voting, all Academy Film Voting Members vote for the winner of Best Film, Leading Actor, Leading Actress, Supporting Actor and Supporting Actress, Director, Original Music, Cinematography, Production Design, Editing, Sound, Special Visual Effects, Costume Design, Make Up & Hair, Adapted Screenplay, Original Screenplay.
- In Documentary, Film Not in the English Language, Outstanding British Film, Animated Film, Short Film and Short Animation the Members of the relevant Opt-in Chapter will determine the winners.
- Members must abstain in a category if they have not seen all the nominated films in that category, or if their knowledge of advancements in a particular craft is not up-to-date.

Chapters

- Chapters are made up of Academy Members with expertise and experience in the specialised field relating to a category (e.g. Sound, Editing, etc.). A Chapter contains 80 or more Members.
- Chapters vote for the nominees in the following categories: Director, Original Music, Cinematography, Production Design, Editing, Sound, Special Visual Effects, Costume Design, Make Up & Hair, Adapted Screenplay, Original Screenplay.
- It is not permissible for Entrants to target Chapters or for Members to reveal that they are in a Chapter.

Opt-in Chapters

- Any voting Member may join an Opt-in Chapter so long as they commit to watching additional films in those categories. Opt-in Chapters exist for Animated film, Documentary, Film Not in the English Language, Outstanding British Film and the two Shorts categories. If a member wishes to join any of these Opt-in Chapters, they should email the Membership Department (see page 23);
- Only Members of the relevant Opt-in Chapter vote for the nominees and the winner in that category;
- In Round One, Members of the relevant Opt-in Chapter vote for five films in categories where there are five nominees and three films in categories where there are three nominees.
- Entrants may choose to send DVD screeners just to an Opt-in Chapter, however all Members vote for Best Film and the Performance categories so screeners should be sent to all Members where possible.

EXCEPTIONS

Costume Design and Make Up & Hair

- Should there be fewer than 80 Chapter Members in either Costume Design or Make Up & Hair, these two Chapters will combine to form a Chapter that votes for the nominations in both these categories;

Short Film and Short Animation

- The nominations in each category are decided by a jury (one jury for each category).
- Members of the Opt-in Shorts Chapter will cast one vote each to decide the winner of both Short Film and Short Animated Film in Round Two of voting.

Outstanding Debut

- Both the nominees and winner(s) will be decided by a Jury.

SUMMARY TABLE – VOTING STRUCTURE

	Round One: produces Nominations (up to 5 votes)**	Round Two: produces Winner (1 vote)
Best Film Leading Actress Leading Actor Supporting Actress Supporting Actor	All Members	All Members
Director Original Music Cinematography Production Design Editing Sound Special Visual Effects Costume Design* Make Up & Hair*	Director Chapter Music Chapter Cinematography Chapter Prod Design Chapter Editing Chapter Sound Chapter Special Visual Effects Chapter Costume Design Chapter* Make Up & Hair Chapter*	All Members
Adapted Screenplay Original Screenplay	Screenplay Chapter Screenplay Chapter	All Members
Animated Film** Film Not in the English Language Outstanding British Film Documentary**	Opt-in Animation Chapter Opt-in FNIEL Chapter Opt-in British Film Chapter Opt-in Documentary Chapter	Opt-in Animation Chapter Opt- in FNIEL Chapter Opt-in British Film Chapter Opt-in Documentary Chapter
Outstanding Debut by a Writer, Director or Producer in their first feature Film	Jury	Jury
Short Film Short Animation	Jury	Opt-in Shorts Chapter

* If there are fewer than 80 in either the Costume Design or Make-up and Hair Chapter, the two will combine to judge both categories.

** Where there are only three nominees (Animated Film/Documentary) each Member will cast up to three votes.

JURY RULES AND PROCEDURES

General 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. Where appropriate, 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;
- 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 Award 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: Nominations

- Balloting forms will be distributed to the jury by the chair, who 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 entries they have selected as the nominations;
- In the event of a clear majority at the first vote, the chair will inform jury members that a decision has been reached. Only if the jury will go on to decide the Award winner will the chair inform the jury members of the nominations;
- If there is a tie for one or more nominations, the jury chair will return the ballot forms to the jurors and inform them of which entries are tied. Jurors will write these names themselves into the second vote box and sign next to their selection;
- If there is still a tie after the second vote, the jury chair will use his/her casting vote. He/she will not inform the jury that they have done so;

- Jury voting slips and the jury chair's summary of the votes and calculation of the result will be forwarded to the Chief Executive of the Academy and the Academy's scrutineers.

Jury Voting Procedures: Winners

- Balloting forms will be distributed to the jury by the chair, who 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 entry;
- 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;
- If there is a tie, the jury chair will return the ballot forms to the jurors and inform them of which nominations are tied. Jurors will write these names themselves into the second vote box and sign next to their selection;
- The jury chair will collect the forms and count the votes without reference to who has voted for which entry. In the event of a further tie, the jury chair will exercise his/her casting vote. He/she will not inform the jury that they have done so;
- Jury voting slips and the jury chair's summary of the votes and calculation of the result will be forwarded to the Chief Executive of the Academy and the Academy's scrutineers.

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 the Academy;
- The jury is appointed by the jury chair in conjunction with the Academy and its Film Committee 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 as long as they are able to hear and take part in all discussions;
- Before voting for the nominations and Award winner, any juror with a conflict of interest will stand down.

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

NOTIFYING MEMBERS ABOUT YOUR FILM - RULES

BAFTA encourages Entrants to provide plenty of opportunities for Members to see entered films. The Academy is duty-bound to provide a level playing-field for all entered films regardless of their origin or PR budget. Communications to our Members are intended for the sole purpose of informing them about opportunities to view films. Equally Q&A opportunities are provided for the sole purpose of enabling our Members to be better informed about films.

Following on from the introduction of a new voting system in 2012/13, the Academy is for the first time, introducing penalties for Entrants who do not abide by the rules when interacting with our Members. Should an Entrant or their representative break the rules, the Film Committee may impose penalties which may include disqualification of the film they represent.

WAYS FOR ENTRANTS TO SCREEN THEIR FILMS TO BAFTA MEMBERS

The Academy offers its Members opportunities to see entered films via the official BAFTA screenings programme (London, English Regions, Wales, Scotland, Los Angeles, New York), we also encourage Members to see films on general release in the cinema.

Additionally, we allow Entrants access to Film Voting Members' email and postal address in order to offer our Members opportunities to see their entered films via:

- a. External screenings
- b. DVD screeners
- c. Online streaming or download

With hundreds of films released each year, the Academy strongly recommends that:

- Entrants offer opportunities for our Members to see their films throughout the year;
- Screenings are organised prior to DVD screeners and online viewing opportunities being provided;
- Opportunities to see entered films are offered to our Members well in advance of Round One of voting opening on Wednesday 12 December 2012.

Providing the region-appropriate format of DVDs is vital. Please consider the location of our Voting Members when distributing screeners, particularly in relation to our voters living and working outside the UK; it is highly unlikely that PAL/UK region DVDs will be viewable by Members in the USA.

Please note that ten identical BAFTA names are included in the list of Members provided for the purposes of distributing screeners. These are for our production team and the writers of the broadcast show. Thank you for your assistance in providing these extra screeners.

BAFTA will list all available DVD screeners and online viewing opportunities in the Members' area of the website with contact details for the relevant distributors.

The FDA hosts a diary of BAFTA Member screenings opportunities in the UK on their website – www.launchingfilms.com

SCREENINGS AND Q&A RULES

The Membership Department must be kept informed of all external screenings that BAFTA Members are invited to (see page 23 for contact details). Screening and Q&A invitations must be extended to the entire voting Membership. The following rules apply to both official BAFTA Membership screenings and external screenings to which BAFTA Members are invited:

Permitted

- Complimentary food and drink, but not on a scale where it could be seen as an inducement;
- Q&A's with cast and/or crew from the film;

- Filming of Q&A's. These may be made available online as audio or video podcasts on the film's website or on BAFTA DVD screeners as extras; nb: A Screenings Q&A Agreement must be signed and returned before the Distributor informs the Membership of any filmed Q&A events. Please contact Alex Cook for further information (see page 23);
- Distribution of print material supplying information about the film (up to two sides);
- Member access to films at cinemas whilst they are on release;
- Member access to film premieres subject to branch approval (see page 23).

Not Permitted

- Gifts to screening attendees;
- Late admission of Members into screenings and/or allowing behaviour that may disadvantage viewing conditions of the film by other Voting Members;
- Contacting Members about a film before it has been entered online at www.bafta.org. Please contact Alex Cook (see page 23) if film entry is not yet open;
- Selective ticket distribution to Chapter Members.

The procedure for confirming successful/unsuccessful applications for tickets must be clearly stated (including the expected timeframe within which Members should receive a response).

Please contact Matthew Wiseman in Los Angeles or Jill Hawkins in New York for additional rules surrounding screenings taking place in the United States (see page 23).

COMMUNICATION TO MEMBERS - RULES

Email Address Lists and Mailing Address Lists for BAFTA Members are available from the London, New York or Los Angeles offices (contact details on page 23) subject to signing a confidentiality agreement. Email lists are regularly updated; Mailing lists will be available from October 2012.

Each and every organisation 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.

Information about films and screenings must be consolidated to reduce the volume of mailings sent to Members. Excessive emailing by Entrants will be penalized. The BAFTA Membership Department (see page 23) must be informed of any material being posted to the Members **before** it is sent.

Emails must be sent to ALL Members on the list and must adhere to all other rules below.

- An Email may only be sent to Members if it contains:
 - a) New opportunities to see eligible films (screenings, online viewing, general releases, DVD screener arrival or notifying Members that DVD screeners are available on request);
 - b) New opportunities for Members to download the soundtrack or screenplay;

Where an Entrant is not able to arrange screenings or offer cinema access to Members, they may send a 'For Your Consideration' email in consultation with Alex Cook (see page 23).

- Email content may only include:
 - a) Details of screenings (venue, time, date);
 - b) A link to where a film is available to view online via download or stream and any relevant password/code (please inform Jim Bradshaw with the details prior to sending the email, see page 23);
 - c) Short synopsis, cast and crew list;
 - d) Category listings;
 - e) Up to five quotes or star listings from filmmakers/journalists;

- f) Details of nominations/awards received (if these are not BAFTA nominations, please ensure that this is made clear)
- g) Links to a film's official or Academy campaign website and a brief list of the features available on these websites (trailers, podcasts, etc.)
- h) Details of where to download the screenplay and/or soundtrack

Where a mistake has been made and needs to be rectified, contact Alex Cook (see page 23) prior to sending. Please also contact Alex Cook if you find your query is not covered by the above rules.

Permitted:

- Film download or streaming opportunities. You must provide Jim Bradshaw (see page 23) with the web location of your film.
- DVD screeners (covers may contain artwork/quotes/other awards won);
- Retail versions of DVDs;
- Extras on DVDs, including 'making of' documentaries and recordings of Q&As;
- Advertising on the cover of DVD screeners by prior agreement with Alex Cook (see page 23);
- Printed materials (two sides of A4/letter-size per film) can contain short synopsis, details of screenings, running time, information about subtitles, a list of categories with cast and crew credits that reflect the British Academy Film Awards categories only, photos of performers. Covers of printed material can contain company details (contact numbers, etc.) but not details of the films;
- Downloads of screenplays (not retail versions);
- Downloads or retail versions of soundtracks (must only contain music written or licensed for the film and should outline which tracks are original);
- Sending DVDs to the Opt-in Chapters (Film Not in the English Language, Animated Film, Outstanding British Film and Documentary Chapters);
- Blu-Ray discs (please note that not all BAFTA Members have blu-ray technology);
- Foreign Language versions of DVD and online screeners (if a film has been dubbed, be clear about which language version has been entered);
- Credits, running times, film certificates.

Not Permitted

- Targeting the following Chapters with any kind of communication, invite or incentive: Director, Original Screenplay, Adapted Screenplay, Cinematography, Sound, Editing, Costume Design, Make-up and Hair, Production Design, Special Visual Effects, Original Music;
- Asking Members to reveal if they are in a Chapter;
- Any email that does not give information to Members about new opportunities to view a film or download the soundtrack or screenplay;
- Reminder emails that don't contain new information (see page 18);
- Emails including information about screenings that are already full;
- Emails containing images and/or coloured backgrounds;
- Emails marked as 'high importance';
- Emails over 50kb in size;
- Reference to screenings as a 'BAFTA screening' or an 'Academy screening'. 'Screening for BAFTA Voters' may be used;

- The use of BAFTA in your email address or inferring that the originator of the message is the Academy;
- Referring to your awards campaign offices as 'the Academy office' or 'the BAFTA office'. 'Distributor's name Awards Office' should be used;
- Emails thanking Members for voting;
- Emailing/sending information to Members if they have requested to be taken off your mailing list;
- Contacting Members about a film before it has been entered online. Please contact Alex Cook (see page 23) if entry details have not yet been published;
- Excessive DVD packaging;
- 'Inspired by' albums;
- 'Making of' books and any other materials not specified above;
- Members' addresses (email and post) must not be visible to other recipients;
- The lists must not be printed (except for printing address labels) and must not be kept after the Awards: all electronic copies must be permanently deleted by Sunday 10 February 2013;

Please note that DVD's with English subtitles are appreciated by Members who are hearing impaired.

Entrants may choose to send DVD screeners just to the Opt-in Chapters, however online screeners and general screening opportunities must be made available to the entire voting Membership. These Opt-in Chapter lists are released for the sole purpose of making these films available to Members as DVD screeners. All Members vote for Best Film and the Performance categories so screeners should be sent to all Members where possible.

FURTHER INFORMATION ABOUT BAFTA'S YEAR-ROUND SCREENINGS PROGRAMME

BAFTA screens eligible films to Members year-round at 195 Piccadilly in London, across the UK and in New York and Los Angeles. These are popular programmes and should be the initial and preferred method of presenting films and Q&A's to BAFTA Members. However, as it is not possible for BAFTA to screen all films released within the Awards year Entrants are encouraged to allow Film Voting Members free access to eligible films at additional outside screenings and access to films whilst they are on cinema release.

The Academy provides a balanced screening programme with a slight bias towards films that BAFTA Members might find more problematic to find in the cinema. Screening slots for this programme will be prioritized according to the film's release date. The Academy welcomes cast and crew attendance at post-screening Q&A's. To be part of BAFTA's official programme in the English regions, screenings must be accompanied by a talent Q&A, however Entrants may organise their own screenings for BAFTA Members without talent. Please see page 23 for the geographically relevant contact.

BAFTA Logos

- Distributors may only use the Orange British Academy Film Awards logo in print and broadcast once a film has been nominated;
- Logos and permission agreements will be provided by the Academy before the Nominations Announcement 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 logo.

Piracy

BAFTA 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 Alex Cook at BAFTA (see page 23) if you have any
queries about these rules and guidelines.

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

TIMETABLE

2012	
Wednesday 14 November	Deadline for Distributors/Members/Producers to enter films, including qualifying films Deadline for submission of Screen Credit Forms
Wednesday 21 November	Details of all entered films and performances will be made available to Film Voting Members
Tuesday 27 November	Deadline for category and performance credit amendments and appeals
Wednesday 12 December	10:00 GMT Round 1 Voting activated
Thursday 20 December	<i>Qualified films must be screened to Members by this date. Distributors may continue to hold additional screenings after this date if they wish</i>
2013	
Friday 4 January	18:00 GMT Closure of Round 1 Voting
Wednesday 9 January	NOMINATIONS ANNOUNCEMENT 18:00 GMT Round 2 Vote compiled & activated
January tbc	Outstanding British Contribution to Cinema Announcement
February tbc	Fellowship Announcement
Wednesday 6 February	18:00 GMT Close of Round 2
Friday 8 February	All entered films to open for general release to the public by this date
Sunday 10 February	ORANGE BRITISH ACADEMY FILM AWARDS

CONTACT LIST

<u>London</u>	
Deena Wallace (on maternity leave) Head of Film Tel: +44 (0)20 7292 5857/ deenaw@bafta.org	General Enquiries, Film Entry and Rules, Voting Procedures, Nominees
Alex Cook Acting Head of Film (maternity cover) Tel: +44 (0)20 7292 5855 / alexc@bafta.org	General Enquiries, Film Entry and Rules, Voting Procedures, Nominees
Jim Bradshaw Head of Membership Tel: +44 (0)20 7292 5833/ jimb@bafta.org	Membership Enquiries, Voter lists and Information (UK), Confidentiality Agreements, Screener DVDs, Online Viewing Enquiries
<i>For Entrants in the US, information regarding contacting Members, and the complete Membership mailing lists are also available from Matthew Wiseman or Susan Wagner (see below)</i>	
Nick Williams Tel: +44 (0)20 7292 5847 / nickw@bafta.org	Short Film and Animation Awards Logos/Permission Agreements
Mariayah Kaderbhai Tel: +44 (0)20 7292 5808 / mariayahk@bafta.org	Screening Programme: 195 Piccadilly
Katie Campbell Tel: +44 (0) 20 7292 5806 / katiec@bafta.org	Screening Programme: English Regions
<u>Branches</u>	
To arrange screening opportunities in the US, Scotland and Wales, please contact the relevant Branch staff below.	
Matthew Wiseman – Los Angeles Tel: +1 323 658 6590 / matthew.wiseman@baftala.org	Screening Programme: Los Angeles, Membership Enquiries, Voter lists and Information (LA)
Jill Hawkins – New York Tel: +1 212 258 2651 / operationsny@bafta.org Susan Wagner – New York Tel: +1 212 258 2651 / membershipny@bafta.org	Screening Programme: New York Membership Enquiries, Voter lists and Information (NY)
Jude McLaverly Tel: 0141 302 1770 / judem@bafta.org	Screening Programme: Scotland
Fiona Lynch Tel: 02920 223 898 / fional@bafta.org	Screening Programme: Wales

British Academy of Film and Television Arts

195 Piccadilly, London W1J 9LN

T +44 (0)20 7734 0022 F +44 (0)20 7292 5868 www.bafta.org