

# Arqiva British Academy Television Awards

Rules and Guidelines 2012/2013

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

Arqiva British Academy Television Awards  
Rules and Guidelines 2012/13

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## TIMETABLE

Eligibility: 16 February – 31 December 2012 (incl.)

### 2012

<b>Thurs 4 October</b>	Entry Portal opens ( <a href="http://entryportal.bafta.org">http://entryportal.bafta.org</a> )
<b>Mon 22 October</b>	Viewing Portal opens
<b>Wed 12 December</b>	Deadline for entry (except News Coverage, Current Affairs, Sport & Live Event and performance categories – see below) <i>Programmes yet to be transmitted may be entered but will not be made available for viewing until after transmission</i>
<b>Fri 14 December</b>	Deadline for video submission (except News Coverage, Current Affairs, Sport & Live Event and performance categories – see below)

### 2013

<b>Mon 7 January</b>	Deadline for entry and video submission for News Coverage, Current Affairs, Sport & Live event and performance categories
<b>Thurs 17 January</b>	Voting opens
<b>Thurs 31 January, 12pm</b>	Voting closes
<b>Mon 4 February</b>	'Broadcaster Entries' invited
<b>Tues 12 February</b>	Deadline for 'Broadcaster Entries'
<b>Fri 15 February</b>	Deadline for video submission for 'Broadcaster Entries'
<b>Thurs 14 March</b>	Juries begin
<b>Fri 5 April</b>	Juries close
<b>Tues 9 April</b>	Nominations announced
<b>Thurs 25 April</b>	Nominees Party (tbc.)
<b>Sun 12 May</b>	Aqiva British Academy Television Awards, Royal Festival Hall, London.

## INTRODUCTION

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

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

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

## LONGLIST, NOMINATIONS AND WINNERS

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

## CLIP USAGE – NOMINATED TELEVISION PROGRAMMES

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

**By entering your programme for consideration, you are consenting to any clips (including any accompanying soundtrack synched with the clips) to be made available on [www.bafta.org](http://www.bafta.org) [www.youtube.com/BAFTAonline](http://www.youtube.com/BAFTAonline) and <http://guru.bafta.org> ([www.bafta.org/guru](http://www.bafta.org/guru)) for non-commercial purposes in the context of the Awards for one year from 12 May 2013.**

## CEREMONY

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

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

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

For the Film Awards, there is a further specification that a film should be over 60 minutes long and have a theatrical run of at least seven days. These need not be consecutive days, nor the same venue.

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

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

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

## **ELIGIBILITY**

### **Production & Performance categories**

- Programmes must have had their first transmission in the UK between 16 February – 31 December 2012 on terrestrial, cable, satellite or digital channels.
- Programmes may be regional or networked.
- Programmes will be considered for one category only.
- International programmes are only eligible in the International category, unless they are co-productions (both financially and creatively, and provided the first transmission was in the UK).
- Programmes that have previously entered BAFTA's Children's or Film Awards are not eligible for the Television Awards.

## **ENTRY**

- The Entry Portal opens on Thursday 4 October 2012: <http://entryportal.bafta.org>
- The entry deadline for all categories is Wednesday 12 December.
- Programmes yet to be transmitted should still be entered by this date, with supporting video uploaded, and entrants can advise BAFTA exactly when they should be published to the Viewing Portal.
- The entry and video upload deadline for the News Coverage, Current Affairs, Sport & Live Event programmes transmitted between 12 and 31 December is 7 January 2013.
- Information on the entry process is available on [www.bafta.org/television](http://www.bafta.org/television).

### **Production categories**

- There is a fee per entry of £295 + VAT.
- Entries for the Production categories can be submitted by producers, directors, broadcasters, independent production companies and BAFTA members.
- At the jury shortlist stage, entrants will be asked to propose names of up to four individuals to be listed as nominees should the programme be nominated. The deadline for submission of names is. Failure to propose names may render your entry invalid.
  - There must be careful consideration of who is proposed for nomination as changes cannot be made once nominations have been announced;
  - The names submitted must pertain to the episode submitted, as this is the episode that the work is being judged upon and should be those who have made the greatest creative contribution to the programme. For scripted pieces, the BAFTA Television Committee would expect the Writer, Director and Producer to be credited;

- When supplying the names of the nominees BAFTA will only accept names if they are part of the creative production team. Commissioning Editors and Executives who work within the broadcaster commissioning teams will not be accepted.
- If it is not possible to decide upon four names, you may opt to list 'Production Team' as the nomination credit. In this case, you will be asked to supply up to four names of representatives from the team, along with their role on the project. These representatives will be the person/s who receives the nomination certificate/s and, should the programme go on to win, they will also be presented with the winner certificate/s and Award/s. Please note that these individuals will not be able to refer to themselves as BAFTA winners: the programme will be BAFTA-winning, not the individuals.

### **Performance categories**

- There is no entry fee for performance categories.
- Entries for the Performance categories can be submitted by producers, directors, broadcasters, independent production companies and BAFTA members. Entry deadline is Wednesday 12 December. Members have until Monday 7 January 2013 to make an entry and this can be done via the BAFTA website.
- All performers must be entered into categories that follow the categorisation for their programme, e.g. if a programme is entered into comedy then the performers must be entered in the comedy performance categories.
- It is the decision of the entrant whether or not to enter as a lead or supporting performer. Performers should be entered in accordance to their lead or supporting role in the eligible entered programme.
- Whilst the entrant's choice is generally approved, the Television Committee has the right to move performers if they feel they are wrongly entered.

## **MAKING PROGRAMMES AVAILABLE TO VOTERS AND JURORS**

### **Round One Voting**

- Entrants may make their programmes available to BAFTA members for review via the Viewing Portal. DVD screeners may not be sent to voters.
- The Viewing Portal is available to BAFTA members from Monday 22 October. We strongly encourage all entrants to upload videos supporting their entries as early as possible, as this will give BAFTA members a greater opportunity to view all material under consideration.
- The Viewing Portal is username and password-protected and is only accessible by BAFTA members eligible to vote in the Television Awards. Video may be available to either stream or download until Thursday 31 January. After this date, video will only be available to BAFTA jurors. For further information on the security controls in place to protect streamed and downloaded content, please visit [www.bafta.org/television](http://www.bafta.org/television).

### **Jury Shortlist**

- If shortlisted for jury consideration, programmes **must** be made available to jurors via the Viewing Portal by **Friday 15 February 2013**.
- Please note that for jury viewing the digital rights management will be removed from the video to allow jurors the freedom to view the material in the most convenient way to them. Every juror signs a confidentiality form to clarify they must not copy or lend the material to third parties and that the video is for judging purposes only.

Please prepare your video to the following technical specifications. Files not prepared to these specifications will not be accepted in the automated system:

<b>Format</b>	<b>mp4</b> only
<b>Codec – Video</b>	<b>h.264</b> It is suggested that the data-rate is set higher than 6Mbps but no more than 10Mbps for video Or select quality to 'best output'
<b>Codec – Audio</b>	<b>AAC</b> Most data rates are catered for but above 256Kbps, 44kHz Stereo is recommended
<b>Frame Rate</b>	<b>25</b> per second
<b>Frame Size</b>	<b>1280 x 720 HD</b> <b>1024 x 576 SD</b> Strongly recommended: <b>16:9</b> We can accept 4:3 pillarboxed to 16:9, frame size as stated above
<b>Please note that mp4 is the only acceptable format. Files where you have just changed the file name will not be accepted unless a true mp4 file.</b> If you need to get your programme/s encoded to the above specification, please contact us as we have preferable rates with Two Four.	

**BAFTA accepts no liability for any file created to the wrong specification and is therefore not available to be viewed in the viewing or voting site. It is the entrant’s responsibility to make sure the file is to the correct format and to check back on their video once it has passed review by BAFTA.**

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



## **AWARD CATEGORIES**

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

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

#### **1. FELLOWSHIP**

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

#### **2. WRITER AWARD**

- The Award's purpose is to honour the talents of individuals who have made a significant writing contribution to Television.
- Presented in honour of Dennis Potter.

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

- Presented in honour of Alan Clarke.

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

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

## **PRODUCTION CATEGORIES**

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

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

#### **6. MINI-SERIES**

- A drama of between two and five episodes.
- Only one episode of a series may be entered and uploaded for viewing.

#### **7. DRAMA SERIES**

- A drama of between six and nineteen episodes.
- Only one episode of a series may be entered and uploaded for viewing.

## **8. SOAP & CONTINUING DRAMA**

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

## **9. INTERNATIONAL**

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

## **10. FACTUAL SERIES**

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

## **11. SPECIALIST FACTUAL**

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

## **12. SINGLE DOCUMENTARY**

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

### **13. FEATURES**

- Includes factual programmes not included in any other categories including cookery & cookery competitions, gardening, property, fashion and all other lifestyle programming and studio discussions.
- Excludes 'reality' programmes in which the formatting consists ONLY of setting up an initial situation which is then observed unfolding without further intervention, such as *The Family* which would be eligible in the Factual Series category.
- Excludes overall strands.
- Only one episode of a series may be entered and uploaded for viewing.

### **14. REALITY & CONSTRUCTED FACTUAL**

- Programmes where participants are put into an environment or format and then observed interacting in situations devised by the producer. This can include anything from shows where in a single episode subjects act according to format rules (eg *Don't Tell The Bride*) to longer form real life soap operas when there is significant production intervention or staging (eg *The Only Way Is Essex*) to bigger scale formats where large casts of contestants perform elaborate tasks often living together within a constructed universe (eg *I'm a Celebrity.... Get Me Out of Here!*, *The Apprentice*)
- Only one episode of a series may be entered and uploaded for viewing.

### **15. CURRENT AFFAIRS**

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

### **16. NEWS COVERAGE**

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

### **17. SPORT & LIVE EVENT**

- For the television coverage of sporting events and other large scale outside broadcast events.
- If shortlisted, one hour of the entered programme must be uploaded for jury viewing with a 1,000 word supporting statement. This statement should include the techniques used, whether the footage is taken from a feed and any other relevant production information that will assist the juries. You cannot include any quotes or ratings about the programme.

### **18. ENTERTAINMENT PROGRAMME**

- Includes general entertainment programmes, variety shows, game shows, quizzes, panel games, stand-up and celebrity chat shows.

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

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

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

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

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

#### **PERFORMANCE CATEGORIES**

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

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

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

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

- Includes stand-up

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

- Includes comedy programmes, sketch shows and situation comedies.

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

- Includes comedy programmes, sketch shows and situation comedies.

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

## **VOTING PROCESS**

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

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

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

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

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

### **Broadcaster Entries**

After the first round of voting each broadcaster has the opportunity to enter an additional programme per category, per channel. In the case of terrestrial channels that have digital channels, the broadcaster can only choose one of their digital channels in which to put a programme forward; this does not affect their right to enter their terrestrial channels. The deadline for this entry is **Tuesday 12 February 2013**. For further information on entering please contact Kelly Smith (see Contact List).

### **Juries**

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

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

## BAFTA LOGOS

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

## PIRACY

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

## CONTACT LIST

### **Kelly Smith**

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### **Nick Williams**

Press and Communications Officer

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General Enquiries

TV Entry and Rules

Voting Procedures

Nominees

Online entry and video support

Membership Enquiries

Logos/Permission Agreements

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