Awards and Submissions Guidelines
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Introduction

Hello!

We can’t wait to welcome you all to Nottingham for the National Student Television Conference and Awards 2019. It’s set to be an amazing weekend, we’ve got a few surprises in store for you all so this is definitely not something you want to miss!

This document is your guide to the submissions process for this year. Please take the time to familiarise yourselves with all the information regarding submissions as early as possible. We hope you find this useful, and if you do have any questions do not hesitate to get in contact!

See you all in April!

Joe McGeehan
Host Officer 2019
Entry Rules

1. Stations affiliated to NaSTA may enter each category only once. Stations may choose not to enter any category of their choosing.

2. All entries must have been comprised from content produced (i.e. finalised and completed for viewing) since last year’s awards submissions deadline.

3. The use of visual archive content will be permitted where that content does not comprise more than 10% of the programme, or where the Host Station or Executive Committee rules that the submitted awards entry would not work without the use of that archive content. In regard to any decisions made regarding ‘fair use’ of archive content, then the National Executive Committee’s decision will be the final arbiter.

4. The use of video content that your station is not entitled to, including, but not limited to, video footage from other stations or broadcasters, is strictly forbidden.

5. Audio content including music and sounds effects are not subject to the archive content rules. Entries may contain audio content produced outside of your station.

6. It is expected that stations should not submit the same entry to more than one year’s awards. This will be assessed on a case by case basis by the Host Station or National Executive Committee, and the judge may be informed, or depending on severity, the entry may be disqualified.
7. Stations may repeat clips, but each entry must contain 90% unique footage that cannot then be repeated in any other category. However, this excludes:
   a) Title Sequence entry, which may be taken from a programme that is then submitted for another category.
   b) Best Writing entry, which may be taken from a programme that is then submitted for another category.
   c) Entries for Best Dramatic Performance and On-Screen Talent, Best Broadcaster, Best Cinematography, and Station Marketing, which may make use of clips from entries in other categories.
   d) A Best Live entry, which may contain content from a programme that is then submitted for another category. These entries should be fundamentally different and not the same edit submitted twice for two categories, however they may share the same content.
   e) The Mars El Brogy Award for Multimedia Content, which may be taken from a programme that is then submitted for another category.
   f) A Post Production entry, which may be taken from a programme that is then submitted for another category.

8. All entries must be original works produced for your student television station, by members of your student television station. This excludes entries to the Mars El Brogy Award for Multimedia content where entries are allowed to be collaborations between a NaSTA affiliated station and another media department within their Students’ Union.
9. When submitting a programme that has been co-produced by two or more stations, the entry is subjected to the following rules:
   a) A programme jointly produced by two, or more, stations can only be entered into ONE category, which all stations involved must agree on. All stations involved must independently submit identical entries to this category, clearly stating that they wish the entry to be considered as a joint submission. No station may enter the co-produced programme into any category individually with the following exceptions:
      i) The use of footage from the programme is permitted by any of the stations involved in any of the following categories: Best Dramatic Performance and On-Screen Talent, Best Broadcaster, Best Cinematography, and Station Marketing.
   b) A single station may only individually submit the programme if the programme has not been co-produced, but another station's members have been involved in the production (for example provided crew members or equipment) or if the other station is not an affiliated member of NaSTA. This must be agreed by all stations involved.

10. No entries may contain content that has been written or produced as a part of any piece of assessed coursework, exam or other academic work submitted and assessed for a qualification.

11. The time and word limits for each category are the absolute maximums (excluding title slides and cover pages). If your entry exceeds the given time or word limit, the entry will be cut (working back from the end of the video or document) to fit the allowed limit, and no appeal will be permitted. Cut material will not be judged. Stations may submit an entry of less than the specified time or length.

12. All video entries must meet one of the NaSTA Technical Specifications.

13. Permission to enter despite breaking any entry rules, due to mitigating circumstances, may be granted at the discretion of the NaSTA Executive Committee, as set out in the rule-break procedure.
## Technical Standards

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<th>Video Specification</th>
<th>N-FHD</th>
<th>N-HD</th>
<th>N-SD</th>
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All video submissions must include the 10 second counting leader clip as provided. The following files will be made available for stations to download:

- **.mov file**: counting leader base-layer
- **.psd file**: submission information
- **.mp4 file**: counting leader overlay

Please do not include station logos. You may amend the submission information template accordingly and export as a .png to allow it to be placed on top of the counting leader base-layer.

**Running time does not include the 10 seconds counting leader.**

Please do not crop, edit or change the counting leader in anyway, failure to comply may result in your submissions not being accepted by the host team.
The deadline for entries is 6PM on each submission day. Late entries will not be accepted except in unforeseen and unexpected circumstances that are of no fault of the entrant, or in exceptional circumstances. In these cases the Host Station and NaSTA executive will make a decision based on evidence provided by the station. However, please allow enough time to allow uploads of submissions in order to hit the deadline. Stations can submit entries at any time after submissions open on Friday 7th December. Stations are advised to familiarise themselves with the submission system and to upload entries as early as possible in the submissions period.

If you are experiencing any technical difficulties, please notify the submissions team as soon as possible. When contacting the host team, please provide as much evidence and information as possible to aid in resolving the technical issue.

Files must be named in the following format:

Station_CategoryName_SubmissionTitle

Stations must conform to this naming convention.
Awards Categories

Best Animation
A single animation programme (or a shortened edit from an episode or series), or an original piece of animation of any type, which has been produced by the station. This can include but is not limited to: Cartoons, Computer generated images, Title sequences.

Best Broadcaster
A showreel demonstrating the range, quality and skills of the station and its programming, to be accompanied by a written report, with details of the operation of the station and contributions made which may not necessarily appear on screen.

Best Comedy
A single programme or series episode that aims to make the viewer laugh, including, but not limited to: Sitcoms, Comedy Dramas, Stand-up, Sketch Shows.

Thursday 14th February

Video Submission
10 minute

Tuesday 19th February

Video Submission
10 minute

Written Submission
500 words

Thursday 14th February

Video Submission
10 minute
**Best Cinematography**

An opportunity for filmmakers to showcase their best work, demonstrating a knowledge of appropriate lighting, camera moves and other associated techniques of the craft, and how well these things are implemented in film or television. This showreel should be made up of content from a single programme (or a shortened edit from an episode or series).

**Best Documentary and Factual**

A single programme (or a shortened edit from an episode or series) featuring factual material, presented in any format.

**Best Drama**

A single programme (or a shortened edit from an episode or series) of original scripted dramatic production. Note: Sitcoms or dramatic productions which are primarily comedic should be entered for the Comedy category.
**Best Dramatic Performance**
A showreel demonstrating the on-screen acting skills, styles and techniques of a particular Individual in any form of fictional production. This showreel may be made up of content from multiple productions or episodes.

**Best Freshers Coverage**
This category recognises the quality and diversity of a station’s covering of their campus’ Freshers’ week(s) activities. This category also includes all Freshers’ themed content.

**Jisc Award for Special Recognition**
This category looks for a station worthy of special recognition for outstanding achievement, especially with respect to the station’s commitment to overcoming challenging circumstances and achievement through innovation in the past year.
Best Light Entertainment
A single programme (or a shortened edit from an episode or series) intended as light entertainment.

Best Live Broadcast
A programme (or a shortened from an episode or series) that was broadcast live or shot as-live by your station. Entries must not have had any audio or video processing applied after transmission. Entries may be edited in post to produce a showreel, but not to fix problems that were present during broadcast.

Mars El-Brogy Award for Multimedia Content
A showreel demonstrating effective, innovative and strong use of multimedia content with an accompanying document.

Monday 18th February
Video Submission
10 minute

Friday 15th February
Video Submission
10 minute
Written Submission
500 words
**Best News and Current Affairs**

A single programme (or a shortened edit from an episode or series) that demonstrates coverage of university, local community, national or international news. It demonstrates an understanding of television journalism and utilises, where appropriate, the skills of video journalism.

**Tuesday 19th February**

**Video Submission**

10 minute

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**Best On Screen Talent**

A showreel demonstrating the on-screen skills, styles and techniques of a particular individual in any production excluding fictional content. This showreel may be made up of content from multiple productions.

**Tuesday 19th February**

**Video Submission**

5 minute

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**Best Post Production**

A single programme (or a shortened edit from an episode or series) showreel demonstrating excellent post production and editing skills.

**Wednesday 13th February**

**Video Submission**

10 minute
**Best Sports Coverage**
Coverage of a sporting event or a single programme (or a shortened edit from an episode or series) which features live or recorded sport, and/or comments on sport or sports facilities.

**Best Station Marketing**
A video submission demonstrating the achievements of your station’s marketing recognising how your station recruited members and built audiences across your campus. The submission must be accompanied by a written document detailing marketing strategies.

**Best Technical Achievement**
A report which gives an account of any technical achievement(s) and/or developed to support your station’s output. Entries will demonstrate both the technical challenges faced and overcome, and the benefits this brought to the production(s).
**Best Title Sequence**

The introductory sequence to one of your station’s programmes. The very beginning of an exemplar programme may be included. This entry must be a complete video not a cut down video or an edited highlights reel.

**Best Writing**

A script in any genre or format, for any kind of show produced by the station. This can include, but is not limited to, fictional teleplays, factual links and features, documentary scripts, live scripts, news piece, etc. Writing may be from a single programme or shortened from an episode or series.

**Wednesday 13th February**

Video Submission

90 seconds

**Friday 15th February**

Video Submission

5 minute

Written Submission

30 pages @12pt
Rule Break Procedure

1. All entries will be assessed for rule-breaks by the NaSTA Host Team.

2. Details of any entries found to be in breach of any entry rules will be sent to the NaSTA Executive Committee with a recommendation by the host team on a suitable course of action.

3. The NaSTA Executive Committee will decide whether or not to follow this recommendation or follow another course of action. The options available are:
   a) Allow the entry to stand
   b) Withdraw the entry
   c) Allow the video entry to stand but withdraw supporting documents (where applicable)
   d) Allow part of the video entry to stand (and state the timecode of the allowed entry). In this case only the allowed part of the entry will be viewed by the adjudicators.
   e) Allow the entry to stand with the removal and resubmission of any sections or aspects of the content which breaches either the entry rules or NaSTA’s equal opportunities policy or constitution.
   f) Allow the entry on condition that the entrant re-encodes the entry to meet the NaSTA Technical Standards and resubmits within a set timeframe.
Useful Contacts

Joseph McGeehan (Host Officer)
- For all general enquiries regarding the Conference and Awards 2019
- For all Ticket and Accommodation Queries
- Will respond to questions regarding submissions

Any issues must be reported to Joe within 1 hour of the submission deadline. Any reports after this time may not be considered at the discretion of the Host Station.

Email: joe.mcgee@nasta.tv  
Facebook: Joe McGeehan

Katie Blakeborough (NSTV Station Manager)
- For all general enquiries regarding the Conference and Awards 2019

Email: stationmanager@nstv.co.uk