

## Rules for participation

**Content:** Any short film made to promote archives and/or records management, either as a whole or specific parts of the discipline qualifies for this festival. The films can portray archives and records management as the asset they are to society, to citizens, researchers or internal to one particular organization, to mention some examples. They can show what role archives play in a democracy. They can demonstrate the importance of managing the life cycle of records in our digital age. They can describe technical challenges or promote usage of records. All in all: anything that successfully tells the story of how important and relevant archives and records management are to all countries, organizations and citizens!

**Running time:** Not more than 10 minutes

**Who can enter:** Anyone can enter, but you need to be the maker of the film or have permission to enter the film on behalf of the maker.

**Submission deadline:** March 29, 2019

**How to enter:** You need to fill out the entry form available on SPA section on ICA web site. Please note that all films have to be uploaded and available to all on YouTube or other internet-accessible site. The URL link to your film has to be included in the entry form. Unfortunately we are unable to accept entries via email or regular mail due to capacity and voting procedures.

**Selection:** The jury will select the best three films in each category (shown below). The awards will be announced and all twelve nominated films shown at the festival during 2019 ICA Annual Conference. The winning films will be posted on the ICA/SPA website after the conference.

### **Award Categories:**

- Best Film explaining the relevance and importance of Archives and records management. The **content** is important, a good script always helps the message to be understood better.
- Best Film portraying the relevance and importance of Archives and Records Management. The **presentation**, the technique used, the artistic ability helps to capture the attention of the viewer.
- Best Film using **Humor** to communicate about Archives or Records Management: originality
- Best Film made by **students**.
- **People's Award**. The selection of films to vote on will be all films that are chosen to be the finalists of the festival. Details on how to vote will follow.

**Language:** Films in a language other than English or French must be submitted with English or French subtitles. It's possible to add subtitles by yourself on YouTube. Just enter the YouTube Help Center and you will be guided on how.

**Judging:** The SPA Steering Committee is the jury.