

Entries of documentary films are invited to take part in competition in all formats of video and digital. All running times, topics, style and production technologies can be submitted.

### **ENTRY REQUIREMENTS | CONDITIONS**

Films in competition must have been completed on or after 1st January 2015.

Entries must be submitted by April 8, 2016.

All films must be an Albanian premiere.

All non-English language films must be submitted with English subtitles.

Feature films must not be shorter than sixty (60) minutes in length.

Middle Length Documentary 30' - 60'

Short films must not exceed thirty (30) minutes in length.

### CHECKLIST

Required items for selected films:

- A completed and signed **entry form** must be accompanied by a preview copy DVD.
- Dialogue list in English and/or voiceover's text for all films, including films in English.
- Film stills (high resolution, at least 3Mb).
- Separate electronic press kit (EPK) with a passport-sized photo of the film's director(s), synopsis, list of credits, biography and/or filmography, festival and awards. Additional material is welcome.
- An H-Res video file of the final English version.
- A trailer files up to 2 GB in size.

All entries must be submitted on DVD for the purposes of preview if submitted by postal mail or compliant with the technical requirements, a secure link Vimeo or YouTube HD file.

A separate entry form must be submitted for each film if submitted by postal mail.

All requirements specified in the checklist should be sent immediately after the completion of this entry form.

Illegible or incomplete entry forms will not be accepted.

## SELECTION

The films must be submitted online on [www.tiranafilmfest.com](http://www.tiranafilmfest.com) and a copy of a film DVD screener must be sent to the postal address. Please note that the online screening link (with English subtitles) of the film can be downloaded for the use by DocuTIFF team and the password remains valid until the end of DocuTIFF.

On submitting a film, the applicant accepts that the film can be selected for any of the competitions and/or for another program section.

DocuTIFF reserves the right to invite films outside the specified deadlines.

In case of a film being selected, the festival will notify the applicant, director, producer and distributor of the film no later than on May 8, 2015.

Once the film has been selected the applicant may use the DocuTIFF logo and the relevant DocuTIFF laurel for publicity purposes. The file will be sent in digital form.

Due to the volume of entries received, DocuTIFF cannot offer individual feedback of declined films.

### **SCREENING**

All films must be available for festival screening in HD video file or Blu-ray.

All films submitted for the DocuTIFF.TV awards must include a signed and properly filled in entry form, whether it is submitted by postal mail or through online platforms.

Each selected film will be screened not more than three times during DocuTIFF.

There is no entry and screening fee.

### **INSURANCE**

All discs will be insured for the period that they are in the festival's possession. In the case of loss or damage during this period, the festival is only responsible for the replacement value of the disc. Only discs in perfect condition for projection will be accepted.

The submitting party or the film-maker has insured the exhibition copy for damage and loss, and DocuTIFF is not liable for any damage or loss during shipping, preview or screening.

### **PROMOTION | PUBLICITY**

By filling the submission form, the applicant authorizes DocuTIFF to use and publish press packages, posters, specified materials and information in the DocuTIFF catalogue, programs, flyers, promotional materials and in press for promotional purposes.

For the purposes of publicity all film entries agree that up to three minutes of the selected film

may be used by DocuTIFF for promotional activities. Up to three minutes of the competing film may be shown on the DocuTIFF website, official social networks and in TV partners.

### **ACCOMMODATION**

DocuTIFF offers full board accommodation to the director or producer representing the selected film 3 days during the Festival.

Other guests will be provided with facilities for accommodation and tariffs.

Guests of the festival are not covered by the festival's insurance.

Anyone who wants to attend the festival must fill out an accreditation form online via website.

### **NOTIFICATION | SHIPPING**

All participants will be notified via e-mail and on the DocuTIFF website approximately three weeks before the festival. Shipping instructions for films selected for competition will be included upon notification.

All postal/shipping expenses to and from the festival are to be paid by the applicants, as well as all other expenses incurred, such as insurance, etc.

All customs duties and taxes incurred when sending packages with express couriers must be paid by the sender. DocuTIFF will refuse any packages cash-on-delivery.

All films chosen to compete in the festival must arrive in Tirana, Albania at least 14 days prior to the start of the festival, unless by prior arrangement to be delivered in person by the filmmaker.

Please note that DocuTIFF will not return submitted materials to the applicants.

Label the outside of the package: **FOR FESTIVAL ONLY - NO COMMERCIAL VALUE**

**Contacts & Postal Address:**

**DocuTIFF - Documentary Tirana International Film Festival**

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