

British Academy Scotland Awards

Rules and Guidelines 2019

British Academy of Film and Television Arts in Scotland

British Academy Scotland Awards

Rules and Guidelines 2019

CONTENTS

A.	INTRODUCTION & TIMETABLE	3
B.	ELIGIBILITY	4
C.	ENTRY	6
D.	MAKING PROGRAMMES AVAILABLE TO VOTERS AND JURORS	7
E.	TECHNICAL SPECIFICATION.....	7
F.	AWARD CATEGORIES.....	8
	1. BRITISH ACADEMY SCOTLAND AWARD FOR OUTSTANDING ACHIEVEMENT.....	8
	2. BRITISH ACADEMY SCOTLAND AWARD FOR OUTSTANDING CONTRIBUTION FOR CRAFT	8
	(IN MEMORY OF ROBERT MCCANN)	8
	3. ANIMATION	8
	4. CURRENT AFFAIRS.....	8
	5. ENTERTAINMENT.....	8
	6. FEATURES AND FACTUAL SERIES.....	8
	7. FEATURE FILM	9
	8. GAME.....	9
	9. SHORT FILM.....	9
	10. SINGLE DOCUMENTARY	9
	11. SPECIALIST FACTUAL	9
	12. TELEVISION SCRIPTED	9
	13. ACTOR/ACTRESS - TELEVISION.....	9
	14. ACTOR/ACTRESS - FILM	10
	15. DIRECTOR FACTUAL	10
	16. DIRECTOR FICTION	10
	17. WRITER FILM/TELEVISION.....	10
G.	VOTING PROCESS	10
H.	LOGLIST, NOMINATIONS AND WINNERS	11
I.	CLIP USAGE – NOMINATED PROGRAMMES/FILMS/GAMES	12
J.	BAFTA SCOTLAND LOGOS	13
K.	PIRACY.....	13
L.	CONTACT LIST	13
M.	APPENDIX. APPROVED FESTIVAL LIST	14
N.	APPENDIX. TROPHY REPLICAS POLICY.....	15

A. INTRODUCTION & TIMETABLE

The British Academy Scotland Awards are presented annually to recognise, honour and reward outstanding achievement in film, television and games produced in Scotland, and Scottish individuals working in the UK moving image sector.

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

Eligibility dates: 2 July 2018 - 30 June 2019

Wednesday 17 April	Entry Website opens (entry.bafta.org)
Wednesday 22 May	Viewing Opens to BAFTA Members
Wednesday 29 May 17.00	Submission/payment deadline for programmes transmitted between 2 July 2018 - 29 May 2019
Wednesday 26 June 17.00	Submission/payment deadline for programmes transmitted between 29 May 2019 – 30 June 2019
Wednesday 3 July	Voting opens to BAFTA Members
Wednesday 17 July 17:00	Viewing/Voting closes
Wednesday 24 July	Broadcasters invited to submit Broadcaster Entries
Wednesday 31 July	Deadline for Broadcaster Entries
Wednesday 11 September	Juries finish
Wednesday 25 September	Nominations announced
Saturday 2 November	British Academy Scotland Nominees Party 2019
Sunday 3 November	British Academy Scotland Awards 2019

BAFTA accepts no responsibility for entrants missing deadlines

B. ELIGIBILITY

- Each entry must be a complete programme/film/production. Inserts are not eligible. Recut, re-versioned, renamed or repeated productions are not eligible
- Programmes must have had their first transmission in the UK between **2 July 2018** and **30 June 2019** on terrestrial, cable, satellite or digital channels, including web based broadcasters who commission content (e.g. Netflix, Amazon Prime)
- Any entry that has previously been submitted will not be considered eligible
- If the broadcast of a specific series crosses over awards eligibility dates and has been entered in the previous year the series will not be considered eligible again. Episodes broadcast within the eligibility period will only be considered in the categories of Writer and Director where a different individual is credited in these roles
- Short and Feature Film entries must have had a theatrical release (for at least seven days) or been screened at an approved festival between **2 July 2018** and **30 June 2019**. A list of approved festivals can be found on page 14 of this document
- English and Gaelic language programmes/films are eligible in every category. All Gaelic-language programmes/films must be submitted with English subtitles

Special notes

- All categories (except Feature Film) must have eight entries to run, a category with fewer entries will not be presented but entries may be eligible to enter the following year. All Individual category entries (actor, actress, director, writer) relating to a particular programme/film which is carried over are still eligible to be considered this year
- Feature Film may proceed with a minimum of six entries, the BAFTA Scotland Committee are the arbiters on whether the category will proceed with six or seven entries
- Entrants may submit different episodes of the same series in Individual categories, but only one episode can be submitted in a Production category. In the event of being shortlisted for jury consideration, only the episode/programme submitted via the entry website will be considered
- Feature length documentaries are eligible to enter either Feature Film or Single Documentary, but not both. If a feature documentary was first screened at an approved festival or had a theatrical release it should be entered into Feature Film, if the entry was first broadcast on television it should be entered into Single Documentary

Eligibility Criteria for Television Productions, Short Film and Animation

All entries should satisfy two of the three following criteria:

- The production company has a substantive business and production base in Scotland. A base will be taken to be substantive if it is the usual place of employment of senior executives and personnel involved in the production in question
- At least 50% of the production budget (excluding the cost of on-screen talent, archive material and copyright costs) was spent in Scotland and/or on Scottish production talent
- At least 50% of the production talent (i.e. not on-screen talent) must have their home or usual place of employment in Scotland. This must cover a minimum of four out of the following nine areas: Director, Producer, Developer, Animator, Writer, Line producer/Production manager, HOD – Art, Sound, Camera, Post Production, Music. (For factual entries, up to two of these roles may be replaced by Editor and/or Assistant Producer)

Eligibility Criteria for Feature Films

All feature film entries should satisfy two of the three following criteria:

- The production company has a substantive business and production base in Scotland. A base will be taken to be substantive if it is the usual place of employment of senior executives and personnel involved in the production in question

- At least 50% of the production budget (excluding the cost of on-screen talent, archive material and copyright costs) was spent in Scotland and/or on Scottish production talent
- A film must have significant creative involvement by individuals who are Scottish (refer to eligibility criteria below)

Films that do not meet this criteria but have a significant Scottish component may be considered eligible. Please contact Jenna Cunningham (details on page 13) should you wish to enter a film that does not meet the above criteria. The BAFTA Scotland Committee will make all final decisions on the eligibility of entries.

Eligibility Criteria for Games

- The developer/publisher must have a substantive business and production base in Scotland. A base will be taken to be substantive if it is the usual place of employment of senior executives and personnel involved in the production in question
- Entries should only be submitted by the company/individual that can prove it/they hold 51% or more of the total IP. However, entrants may submit an entry if they hold 51% or more of the total IP of the entry or if they have permission from the IP holder

Eligibility Criteria for Individual Categories: Performance and Craft

Any Scottish individual (actor, actress, director or writer) is eligible to enter in relation to work that satisfies the above criteria for a Scottish or UK production

Any non-Scottish individual (actor, actress, director or writer) is eligible to enter in relation to work that satisfies the above criteria for a Scottish production

Individuals are considered Scottish under one of the following criteria

- **Scottish place of birth**
- **Residency** (currently residing and resident for a minimum of three years when entry was made, or an individual who has resided in Scotland for the majority of their life)

A UK production should satisfy two of the following three criteria:

1. The production company has a substantive business and production base in the UK. A base will be taken to be substantive if it is the usual place of employment of senior executives and personnel involved in the production in question
2. At least 50% of the production budget (excluding the cost of on-screen talent, archive material and copyright costs) was spent in the UK and/or on British production talent
3. At least 50% of the production talent (i.e. not on-screen talent) must have their home or usual place of employment in the UK. This must cover a minimum of four out of the following nine areas: Director, Producer, Developer, Animator, Writer, Line producer/Production manager, HOD – Art, Sound, Camera, Post Production, Music. (For factual entries, up to two of these roles may be replaced by Editor and/or Assistant Producer.)

International Productions

In the categories of **Director Fiction/Factual** and **Writer Film/Television** a Scottish individual who has worked on an international production which was made in the UK are eligible (e.g. Game of Thrones). The craft under consideration must have been completed in the UK.

C. ENTRY

- All entries should be made via the BAFTA Awards entry website entry.bafta.org
- Full instructions about the entry process can be found at awards.bafta.org/entry and more information about the video specifications can be found on page 7 of this document
- The entry website will be open from Wednesday 16 April until Wednesday 26 June 2019. Viewing will open to eligible BAFTA Scotland Members on Wednesday 22 May. Entry forms and video uploads can take some time to complete and entry queries cannot always be answered immediately. Entrants are strongly advised to start the entry process promptly and well in advance of the submission deadline. BAFTA accepts no responsibility for entrants missing deadlines
- On the entry website, a synopsis of no more than 1,000 characters is requested. This should be a factual synopsis of the episode or the series. It should not include any details of other awards won, ratings or media quotes. BAFTA reserves the right to edit text that does not meet the criteria above
- Fees per entry (per category) are £125.00 + VAT
- Short Film categories are £50.00 + VAT per entry
- There is no fee to enter the Animation, Game, Actor/Actress Film or Actor/Actress Television categories
- Entry is open to producers, directors, broadcasters, independent production companies, BAFTA members and all those included on the credits of a programme/film/game
- Individuals may nominate a single episode/programme or individual in the Performance categories, including self-nomination
- The selection and submission of representative episodes, programmes and films is the responsibility of the producer or his/her nominee who will take responsibility for the entry
- Entrants will be asked to give the names of the individuals who should be listed as nominees, should the entry receive a nomination
 - These are the 'candidates for nomination', and a maximum of four names can be provided. The names submitted must pertain to the episode/film/game submitted. Names submitted on the entry form will go on to become the official nominations and cannot be subsequently altered
 - There must be careful consideration of names provided, as changes cannot be made once the nominations are announced. Failure to provide names prior to the entry deadline will render your entry invalid. Names should be those who have had the greatest creative contribution, for scripted pieces BAFTA Scotland would expect the writer, director and producer to be credited.
 - BAFTA Scotland 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 candidates for nomination cannot be decided upon, entrants may opt to list Production Team as the nomination credit. In this case, entrants will be asked to supply a maximum of four names from this team who must be part of the programme's creative team (commissioning editors and executives who work within the broadcaster commissioning teams will not be accepted). These representatives will not be credited publicly in official nomination listings. Please note that these individuals will not be able to refer to themselves as BAFTA Scotland winners: the programme will be BAFTA Scotland winning, but not the individuals
 - Only the individuals named as candidates for nomination or production team representatives on entry forms will be eligible to order a replica trophy should the entry go on to win. Full trophy replica guidelines can be found on page 15 of this document
- All entrants will be asked to provide the contact details for the producer of the programme who may then be contacted to confirm credits and roles

- All entry fees must be paid online via the entry website by the entry deadline

BAFTA accepts no responsibility for entrants missing deadlines and is not liable for errors in listings that are the result of incorrect information submitted on the entry form

D. MAKING PROGRAMMES & FILMS AVAILABLE TO VOTERS AND JURORS

Round One Voting

- Entrants must make their programmes/film available to BAFTA members for review via the BAFTA voting and viewing website. These programmes must be as originally broadcast, minus commercial breaks. DVD screeners may not be sent to voters.
- Viewing opens to BAFTA members from Wednesday 22 May. Entrants are encouraged to upload videos as early as possible, and by the latest Wednesday 26 June. This will give voting BAFTA members a greater opportunity to view all material under consideration
- The Awards Voting and Viewing website is username and password protected and is only accessible by BAFTA members eligible to vote in the British Academy Scotland Awards. Video may be available to either stream or download until Wednesday 17 July. 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 email entrysupport@bafta.org

Jury Shortlist

- Please note in certain categories, additional material may be required in preparation for the jury stage
- All Gaelic-language programmes/films must have English subtitles
- All entries should be uploaded via the BAFTA Awards entry website entry.bafta.org
- In exceptional circumstances DVD screeners may be accepted at the jury stage only. Entrants undertake to supply DVDs as per BAFTA's request, please contact awards@bafta.org for more information

E. TECHNICAL SPECIFICATION

The BAFTA Awards Entry System aims to provide the best possible viewing experience for your content. In order to achieve this, we request that you provide a high quality version of your file. Please use the preferred specification (below) where possible, however if your original best quality video is in another format, we would prefer to receive it with minimum encoding to preserve quality.

Contact awards@bafta.org with any questions:

	Preferred specification
File format	.mp4 / .mov
Video codec	H.264 (AVC)
Audio codec	Stereo, 48Khz audio is preferred, in formats: AAC (256k or higher) or Linear PCM
Bit rate	15 – 20 mbps
File size	File sizes up to 100 Gigabytes are supported.

Frame rate	Same as source
Note	Please DO NOT add letter-box or pillar-box to your video. All videos will display correctly.

It is the entrant's responsibility to make sure the file is created to the correct format, check the video once it has transcoded, and confirm that the video associations are correct. Entrants are advised to begin the video upload process promptly. BAFTA accepts no responsibility for a file created to the wrong specification being published

F. AWARD CATEGORIES

AWARDS IN THE GIFT OF THE ACADEMY

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

1. BRITISH ACADEMY SCOTLAND AWARD FOR OUTSTANDING ACHIEVEMENT

- For outstanding achievement in film, television, broadcasting or games

2. BRITISH ACADEMY SCOTLAND AWARD FOR OUTSTANDING CONTRIBUTION FOR CRAFT (IN MEMORY OF ROBERT MCCANN)

- For outstanding contribution to craft

PRODUCTION CATEGORIES

3. ANIMATION

- For animations of up to 30 minutes in length. Inserts are not eligible, each entry must be a complete programme/film/production.

4. CURRENT AFFAIRS

- For an individual current affairs programme in its entirety; for a one-off programme or a specified individual programme in a series demonstrating original journalism of the highest order, aiming to provide revelation, fresh insight and analysis

5. ENTERTAINMENT

- For a one-off programme or series shot in studio or on location including music programmes, general entertainment shows, variety shows, game shows, quizzes, panel games, chat shows, sketch shows and children's entertainment shows
- Only one episode of a series may be entered and uploaded for viewing

6. FEATURES AND FACTUAL SERIES

- A factual series linked through a unified approach, narrative or the thematic development of a subject matter
- Includes documentary series and 'reality' programmes where the formatting consists only of setting up an initial situation, which is then observed unfolding without intervention
- Includes entertainment and formatted programmes such as cookery, gardening, property, fashion, lifestyle programming and studio discussions
- Excludes arts, history, natural history and science series which are eligible in the Specialist Factual category
- Excludes stand alone programmes or 'one-off specials' which should be entered in Single Documentary
- Only one episode of a series may be entered and uploaded for viewing

7. FEATURE FILM

- For feature films or feature length documentaries of over 70 minutes duration with a screening at a BAFTA approved festival between 2 July 2018 and 30 June 2019 or a theatrical release for at least seven days. These need not be consecutive days, nor the same venue. The approved festival list is available on page 14 of this document
- Feature length documentaries are eligible to enter either Feature Film or Single Documentary categories, but not both. If a feature documentary was first screened at an approved festival or had a theatrical release (for at least seven days) it should be entered into Feature Film, if the entry was first broadcast on television/streaming platform it should be entered into Single Documentary

8. GAME

- Open to both large and boutique games developers. Includes games across any platforms, including handheld devices

9. SHORT FILM

- Open to Scottish productions which meet the outlined criteria and have screened at an approved BAFTA festival (list available on page 14 of this document)
- The maximum running time including end credits is strictly 20 minutes
- Films may be fiction or non-fiction
- Entries that are part of a television programme/series, feature film or music promotional video are not eligible

10. SINGLE DOCUMENTARY

- For one-off documentaries only, minimum 20 minutes duration
- Excludes individual episodes of documentary series; these should be entered in to the Factual Series category
- Feature length documentaries are eligible to enter either Feature Film or Single Documentary categories, but not both. If a feature documentary was first screened at an approved festival or had a theatrical release (for at least seven days) it should be entered into Feature Film, if the entry was first broadcast on television it should be entered into Single Documentary

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

12. TELEVISION SCRIPTED

- For a single episode or one episode of a series. Entries can be serial or continuing drama, children's drama or narrative comedy shows
- Minimum 20 minute duration

INDIVIDUAL CATEGORIES - PERFORMANCE

13. ACTOR/ACTRESS - TELEVISION

- For a Scottish Actor or Actress in a Scottish or UK television production
- For a non-Scottish Actor or Actress in a Scottish television production
- Separate awards may be presented for male and female acting performances

- Please indicate on the online entry form the name of the character played by the performer

14. ACTOR/ACTRESS - FILM

- For a Scottish Actor or Actress in a Scottish or UK film
- For a non-Scottish Actor or Actress in a Scottish film
- Separate awards may be presented for male and female acting performances
- Please indicate on the online entry form the name of the character played by the performer

INDIVIDUAL CATEGORIES - CRAFT

15. DIRECTOR FACTUAL

- For a Scottish director for work on a Scottish or UK production
- For a Scottish Director in relation to an international production which was made in the UK (eg Game of Thrones) and where the craft under consideration was completed in the UK
- For a non-Scottish Director for work on a Scottish production
- Entries can be single documentaries, feature documentaries, current affairs, specialist factual and features/factual series
- Minimum 20 minute duration

16. DIRECTOR FICTION

- For a Scottish director for work on a Scottish or UK production
- For a Scottish Director in relation to an international production which was made in the UK (eg Game of Thrones) and where the craft under consideration was completed in the UK.
- For a non-Scottish Director for work on a Scottish production
- Entries can be television drama, feature film, narrative comedy, sketch show or children's drama
- Minimum 20 minute duration

17. WRITER FILM/TELEVISION

- For a Scottish Writer for work on a Scottish or UK production
- For a Scottish Writer in relation to an international production which was made in the UK (eg Game of Thrones) and where the craft under consideration was completed in the UK
- For a non-Scottish Writer for work on a Scottish production
- Entries can be television drama, feature film, narrative comedy, sketch show or children's drama
- Minimum 20 minute duration

Category selection is the responsibility of the entrant, BAFTA accepts no responsibility for programmes entered into incorrect categories.

If the minimum number of entries in any category is not reached BAFTA may not present the category at the Awards ceremony

The BAFTA Scotland Committee is the arbiter of all category eligibility

G. VOTING PROCESS

The British Academy Scotland Awards for Outstanding Achievement and British Academy Scotland Award for Outstanding Contribution for Craft 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 BAFTA Scotland voting members and/or juries.

Prior to Round One voting, all eligible members are informed of voting rules and must vote or register their abstention. Members may vote for up to six programmes/films/individuals per category but may register their abstention from any category where they feel unqualified to vote. The top six in each category go forward for jury consideration

Entries in Animation, Feature Film, Game and Short Film go straight to jury consideration

If there are twelve entries or fewer in any category it will go straight to jury consideration

Voting in Round One is restricted to registered voting members. Voting is conducted online and is authenticated by BAFTA's appointed independent scrutineers.

Broadcaster Entries

After the membership vote each broadcaster will have the opportunity to re-enter one programme per category, per channel. Broadcaster entries are only accepted on categories that have gone through the membership vote.

Juries

The top six as voted for by the membership are compiled with the broadcaster entries to form the jury shortlist. Juries then decide the three nominations and overall winner in each category by rounds of discussion and subsequent private ballots

Each jury comprises of seven jurors plus a Chair, however can proceed with a minimum of five jurors plus a Chair. Juries are comprised of industry practitioners across a range of broadcasters, independent production companies and games developers. Members of the BAFTA Scotland Committee will chair each of the juries. The jury process is confidential and authenticated by BAFTA's appointed independent scrutineers

All decisions made by BAFTA Scotland juries are final and no correspondence will be entered into as to why particular entries were or were not nominated

H. LONGLIST, NOMINATIONS AND WINNERS

- Nominations for each category will always be listed in alphabetical order by title or individual's surname.
- Nominations will be announced approximately four weeks before the ceremony
- Two ceremony tickets are allocated per nomination, additional tickets may be available to purchase subject to availability
- The winners press release is the definitive source of award winners information
- One British Academy Scotland Award is given per win. In production categories the trophy must be accepted and signed for by an individual credited on the entry form as a candidate for nomination or production team representative. This individual will then not be eligible to order a replica trophy
- The British Academy Scotland Award or logo may not be reproduced or used in any commercial manner unless prior permission has been obtained from BAFTA Scotland. Logo permission can be requested on the BAFTA website bafta.org/media-centre/logos
- The British Academy Scotland Award remains the property of the British Academy of Film and Television Arts Scotland and should 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 British Academy Scotland Award back for a fee of £1. The Award must not be sold on to any third party

- Award winners unable to collect their Award on the night of the ceremony must arrange collection from BAFTA Scotland within 6 months of the ceremony
- For winning productions only individuals credited on the original entry form as a candidate for nomination or production team representative could be eligible to purchase an additional trophy. Other individuals affiliated with a production may be eligible to order a duplicate certificate. Full guidance on trophy replicas can be found on page 15 of this document

I. CLIP USAGE – NOMINATED PROGRAMMES/FILMS/GAMES

An important part of BAFTA's charitable remit is to promote excellence to as large an audience as possible. BAFTA Scotland will show clips of nominated productions at the awards ceremony and these clips may form part of its television and/or online broadcast in the UK. In the event of the production being nominated for a British Academy Scotland Award you undertake to deliver any clips, stills or other production materials as requested by BAFTA Scotland in the designated format and by any specified deadline. BAFTA reserves the right to request clips by provided by nominee or selected by BAFTA. BAFTA Scotland may intend to make clips of the nominated productions available to the public on the BAFTA Scotland website and social media channels.

Upon entering a programme/film via <https://entry.bafta.org/> for British Academy Scotland Awards consideration, the entrant confirms that they:

- Have the authority, on behalf of the work and filmmakers/game developers, to agree to grant the above licence
- Agree to grant the above licence

If you foresee any problems with the granting of this licence, please contact awards@bafta.org before entering the work

- 1. By entering the British Academy Scotland Awards, you hereby grant to us and the persons authorised by us the non-exclusive right to record, copy, reproduce, broadcast, transmit, communicate to the public, cut and edit the material and perform all or part of the material for and/or in connection with the production, exploitation, promotion and/or advertising of the Programme, on all forms of internet distribution worldwide, including but not limited to the sponsors websites and the BAFTA websites www.bafta.org, www.youtube.com/BAFTAonline and <http://guru.bafta.org> for non-commercial purposes in the context of the Awards across all forms of TV, including VoD and non-theatric worldwide, for one year from 3 November 2019**
- 2. You warrant that you are entitled to grant to us the rights referred to above details in paragraph 1 and that the exercise of such rights will not (a) infringe the copyright or any other personal or property rights of any person or be in breach of any statute or regulation or (b) entitle any person to claim any fee from us or from any of our licensees. You warrant that any persons appearing in the Material have given their consents to enable us to make and exploit the programme in accordance with the above details paragraph 1**
- 3. You agree that you will not make any claim against us or our assigns for any further remuneration in respect of the exploitation of the rights set out in paragraph 1**

J. BAFTA SCOTLAND LOGOS

- You may use the BAFTA Scotland logo online, in print and in broadcast once you have received a nomination, made a logo request online and received approval from BAFTA. Logo requests can be made on the BAFTA website bafta.org/media-centre/logos
- The official event logo must be used; use of the mask alone is not permitted
- A summary of guidelines for use:

The Logo cannot be altered or cropped in any way

An exclusion zone (half the height of the BAFTA 'mask' all the way round the logo) must be observed

Example artwork(s) featuring the logo must be supplied for final approval and permission by BAFTA Scotland

The positive inversion of the mask is to be used on light coloured backgrounds; the negative on dark

K. 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 Becca McDonagh (see Contact List)

L. CONTACT LIST

Jenna Cunningham

Awards Manager, BAFTA Scotland

Tel: +44 (0)141 553 5402

jennac@bafta.org

General enquiries

Entry and rules

Voting procedures

Nominees

Tessa Buchanan

Awards & Events Co-ordinator, BAFTA Scotland

Tel: +44 (0)141 553 5402

tessab@bafta.org

General enquiries

Entry and rules

Online entry and video support

Nominees

Becca McDonagh

Membership and Communications Assistant

Tel: +44 (0)141 553 5402

beccam@bafta.org

Membership enquiries

British Academy of Film and Television Arts in Scotland

103 Trongate, Glasgow, G1 5HD

T +44 (0)141 553 5402 E infoscotland@bafta.org W www.bafta.org/scotland

M. APPENDIX. APPROVED FESTIVAL LIST

British Academy Scotland Awards 2019 BAFTA Recognised Festivals List

ALL films submitted for the film categories must have been either screened at one of the Academy's recognised festivals or have had a theatrical release (for at least seven days) between **2 July 2018 – 30 June 2019**. If your film has been screened at a festival that is not included on this list, it may still be accepted at the discretion of the BAFTA Scotland Committee. Deadline to submit your appeal is **14 June 2019**. For more information, please email tessab@bafta.org.

Austin Film Festival	October	www.austinfilmfestival.com
Bath Film Festival	November	www.bathfilmfestival.org.uk
Belfast Film Festival	April	www.belfastfilmfestival.org
Berlin International Film Festival	February	www.berlinale.de
BFI London Lesbian & Gay Film Festival	Mar/April	www.bfi.org.uk/lglaff
BIFA Nominee		www.bifa.org.uk
Birds Eye View Film Festival	March	www.birds-eye-view.co.uk
Bradford International Film Festival	March	www.bradfordfilmfestival.org.uk
Britdoc Documentary Film Festival	July	www.britdoc.org
Cambridge Film Festival	September	www.cambridgefilmfestival.org.uk
Cannes International Film Festival	May	www.festival-cannes.com
Celtic Media Festival	April	www.celticmediafestival.co.uk
Chicago International Film Festival	October	www.chicagofilmfestival.com
East End Film Festival	April	www.eastendfilmfestival.com
Edinburgh International Film Festival	June	www.edfilmfest.org.uk
Frightfest Film Festival	August	www.frightfest.co.uk
Foyle Film Festival	Nov/Dec	www.foylefilmfestival.org
Glasgow Film Festival	February	www.glasgowfilm.org/festival
Glasgow Short Film Festival	March	https://glasgowfilm.org/glasgow-short-film-festival
Karlovy Vary International Film Festival	July	www.kviff.com
Krakow Film Festival	May	www.kff.com.pl/en
Leeds International Film Festival	November	www.leedsfilm.com
Locarno Film Festival	August	www.pardo.ch
London Children's Film Festival	Oct/Nov	www.londonchildrenfilm.org.uk
Los Angeles Film Festival	June	www.lafilmfest.com
Melbourne International Film Festival	July/August	www.melbournefilmfestival.com.au
Montreal World Film Festival	August	www.ffm-montreal.org
Morelia International Film Festival	October	www.moreliafilmfest.com
Ottawa International Film Festival	August	www.oiff.ca
Portobello Film Festival	September	www.portobellofilmfestival.com
Raindance Film Festival	October	www.raindance.co.uk
Rio International Film Festival	October	www.festivaldoriorio.com
Rotterdam International Film Festival	February	www.filmfestivalrotterdam.com
San Sebastian Film Festival	September	www.sansebastianfestival.com
Slamdance Film Festival	January	www.slamdance.com
Sheffield Doc/Fest	June	www.sheffdocfest.com
Showcomotion Young People's Film Festival	May	www.showcomotion.org.uk
South by Southwest	March	www.sxsw.com
Sundance Film Festival	January	www.sundance.org/festival
Sydney Film Festival	June	www.sydneyfilmfestival.org
The BFI London Film Festival	October	www.bfi.org.uk/lf
Toronto International Film Festival	September	www.tiff.net
Tribeca Film Festival	April/May	www.tribecafilm.com/festival
Venice Film Festival	September	www.labiennale.org/en/cinema

N. APPENDIX. TROPHY REPLICA POLICY

British Academy Scotland Awards Trophy Replica Policy

- One BAFTA Scotland trophy is given out at the Awards Ceremony, the recipient of which must be listed as a Candidate for Nomination or Production Team representative on the original entry form
- BAFTA Scotland is not responsible for which member of a winning team keeps the trophy after it has been awarded, but will keep a record of the individual's name as the recipient will not be eligible to order a replica, the trophy given out on the night is considered theirs
- Replica trophies can be ordered by any individual/s credited in official BAFTA listings (who did not keep the trophy given out at the Awards Ceremony), and this has to be done in writing directly by the individual via the online form which can be found on the BAFTA website
- Individuals credited in official BAFTA listings who did not keep the trophy given out at the ceremony can order a maximum of one replica trophy
- Up to four individuals can be credited by name for a winning production and therefore, including the trophy given out on the night, a maximum of four trophies will be in existence for each award
- Replica trophies are £475 + vat and can be ordered up to six months from the day following the ceremony (after this deadline no replica orders will be taken)
- Trophy replicas cannot be ordered as gifts either by a third party for a credited individual or by the credited individual for a third party
- The award may not be reproduced or used in any commercial manner
- The BAFTA Scotland 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, BAFTA reserves the right to purchase the trophy back for a fee of £1. The award must not be sold on to any third party
- Award winners unable to collect their BAFTA Scotland award(s) on the night of the ceremony must arrange collection from BAFTA within six months of the ceremony date

**certain companies directly involved with the winning films/programmes/games in certain categories are able to purchase a duplicate winner certificate so that they can have a record of their involvement in a winning film/programme/game*