



# THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

**FACULTY OF HUMANITIES AND EDUCATION**

**OFFICE OF THE DEAN**

**FILM OFFICE**

Telephone: (868) 662-2002 Ext. 82727 Email: [film.programme@sta.uwi.edu](mailto:film.programme@sta.uwi.edu)

## Guidelines and Regulations

The World Festival of Emerging Cinema (WFEC) seeks to make all screenings at the WFEC Trinidad and Tobago (T&T) premieres, although International and/or World premieres are preferable. Occasionally, however, films that have already been publicly screened in T&T may still be considered.

The WFEC reserves the right to determine the eligibility of the submissions to be screened at the festival, the appropriate venues and time slots for the screening of films, and to use excerpts of the film for publicity purposes. All films submitted must have applicable clearances and the WFEC will not be held liable.

### **MISSION**

The mission of the World Festival of Emerging Cinema (WFEC) is to help prepare future filmmakers as an internationally mobile workforce collaborating with their counterparts from around the world.

### **ABOUT THE FESTIVAL**

The WFEC seeks to highlight excellence in filmmaking through the exhibition of narrative and documentary feature and short films from emerging filmmakers from around the world.

### **FESTIVAL DATES**

May 19 – 22, 2016 1<sup>st</sup> World Festival of Emerging Cinema Film Festival

### **ORGANISERS**

The showcase event of the 10<sup>th</sup> Anniversary of the Film Programme, Faculty of Humanities and Education, The University of the West Indies, St. Augustine Campus (UWI) has organised the WFEC as part of its initiative to develop the culture of filmmaking and to create an arena that will encourage the collaboration of filmmakers in T&T and around the world.

### **ENTRY FEES**

Entrants are not required to pay any submission fees.

### **MAIN CATEGORIES OF FILMS**

#### **Narrative Feature Film Entry Requirements**

Films must be feature-length narratives ( $\geq$  40 minutes).

Last Updated: 3<sup>rd</sup> February 2016



**Narrative Short Film Entry Requirements**

Films must be short narratives (< 40 minutes).

**Documentary Feature Film Entry Requirements**

Films should document a solid narrative structure and relay a fully formed and impactful story ( $\geq$  40 minutes).

**Documentary Short Film Entry Requirements**

Films must be short documentaries (< 40 minutes).

**Animated Feature Film Entry Requirements**

Films must be animated feature-length narratives ( $\geq$  40 minutes).

**Animated Short Film Entry Requirements**

Films must be animated short narratives (< 40 minutes).

**PREMIERE STATUS****World Premiere**

The film has not had a public screening anywhere.

**International Premiere**

The film has not had a public screening outside the country of Production.

**T&T Premiere**

The film has not had a public screening in Trinidad and Tobago.

**Note:** Films that have had theatrical releases, have been publicly posted online, for sale on DVD/VOD, or have been aired on television may not be eligible for the Festival.

**SUBMISSION RULES**

1. Entrants must fully adhere to the Entry Guidelines & Regulations, including all deadlines, film lengths, entry materials and other requirements specified by the WFEC committee.
2. Submissions must have been produced after January 01, 2013.
3. Entries must be submitted online via Click for Festivals (Click). Please DO NOT send master tapes, DVDs and/or flashdrives at this preliminary stage.
  - a. Submissions may be a work-in-progress. Such submissions must be clearly marked “Work in Progress” or “Rough Cut” with an indication of what will change and/or what is missing (e.g., temporary sound, missing clip, etc.). Due to the volume of submissions, **only one** replacement version will be accepted (*unless solicited by the WFEC*).
4. If the entrant is a student, he/she must include proof of enrollment from an accredited University or College. The film must be the work of a current student or completed during the time the filmmaker was a student at the said institution.
5. Non-English-language films must be subtitled in English.
6. Entrants must state where the film has been previously screened and/or distributed.

7. Entrants will be notified via email of the selection results. Shipping instructions for selected films for the WFEC will be included:
- a. Selected entrants must submit the completed and signed Entry Forms.
  - b. Selected entrants must submit at least one screening copy of the film in DVD, playable in standard DVD players (not a data disk with a file of the film). This DVD must be Region 1 – playable in the US.
    - i. Check that each submitted DVD plays in its entirety on consumer DVD players.
    - ii. Ensure that each item being submitted is properly labeled with the necessary information: Director's Name, Title of Film, Year, Category in which the film is being submitted, Format, Aspect Ratio and Running Time. **Note:** Do not put adhesive labels on the discs unless it is a professional output job (if burning yourself, use a permanent marker to write the said information).
  - c. Selected entrants must submit at least one high-quality digital file format (.mov file is preferred) on a DVD or flashdrive (compatible with the Mac OS. Entrants using Window or other may use the exFAT format).
    - i. Check that each digital file format sent opens and plays in its entirety on a PC and Mac.
    - ii. Ensure that each item being submitted is properly labeled with the necessary information: Director's Name, Title of Film, Year, Category in which the film is being submitted, Format, Aspect Ratio and Running Time.
  - d. For publication purposes, selected entrants must send the WFEC at least three electronic images (publicity stills) either in jpeg or pdf format, 300dpi. **Note:** Only electronic images will be accepted for the official festival catalogue/programme. Selected entrants may also submit as much publicity material as is available, along with a complete credit list. These materials may be burnt to a disc (CD or DVD) or saved on a flashdrive (compatible with the Mac OS. Entrants using Window or other may use the exFAT format).
  - e. Selected entrants must attach the Click Reference number (*where applicable*) with DVD and/or flashdrive when submitting.
  - f. The WFEC accepts no responsibility for loss and/or damage of entries shipped to or from the WFEC.
  - g. All shipping and handling costs will be borne by the entrant.
  - h. Entrants may include a self-addressed, stamped postcard for each submission, if he/she wishes to receive acknowledgement of the receipt of their entry.
  - i. The WFEC recommends that entrants should ship via a courier service, in order to permit the tracking of the entry.
  - j. Entry materials will not be returned to the entrant.
8. Exceptions to the Festival regulation must be authorised by the WFEC's Executive Director.

**Note:** Entrants having more than one film being selected to be screened at the WFEC, must submit each film on its own DVD and/or flashdrive. Additionally, each film must be accompanied by its own completed Submission Form. Please do not send a compilation DVD composed of works for separate entries.

#### BEFORE YOU SUBMIT YOUR FILM

If your film has been selected, you must fulfill the following requirement by the date(s) designated by the WFEC:

1. You must execute a release agreement wherein you:
  - a. Accept responsibility for obtaining any and all clearances necessary to exhibit your film at the WFEC.
  - b. Warrant that you have the rights necessary to exhibit your film at the WFEC.
  - c. Indemnify and hold harmless the WFEC, its parent organisation, and subsidiaries and any of their respective directors, officers, employees, and representatives against any claim arising out of exhibition of your film at the WFEC.

**SHIPPING**

The entrant is responsible for covering all the costs of shipping the entry to WFEC. Collect or C.O.D. shipment will not be accepted by the WFEC. All international entries must be sent “free domicile” to the WFEC office with all transportation charges, duties and taxes prepaid by the entrant.

**Note:** It is the sole responsibility of the entrant to ensure that all entry materials arrive at the WFEC shipping destination within the specified deadline date and time. The WFEC reserves the right to disqualify any submission, which does not arrive at the WFEC shipping destination by the deadline date and time. Up to five weeks after the submission deadline date, entrants may send an email to: < film.programme@sta.uwi.edu >, or call (868) 662-2002 ext. 82727 to find out if the WFEC received the submission.

**WORLD FESTIVAL OF EMERGING CINEMA ENTRIES SHIPPING ADDRESS**

All submissions must be sent prepaid (*including any applicable customs fees*) to:

**FEATURE-LENGTH FILM ENTRIES:**

World Festival of Emerging Cinema  
Attn: NARRATIVE FEATURE-LENGTH ENTRY - [Insert title of film]  
OR  
DOCUMENTARY FEATURE-LENGTH ENTRY – [Insert title of film]  
OR  
ANIMATION FEATURE-LENGTH ENTRY – [Insert title of film]

c/o Film Office  
#12 Carmody Street,  
St. Augustine.  
TRINIDAD AND TOBAGO.

**SHORT LENGTH FILM ENTRIES:**

World Festival of Emerging Cinema  
Attn: NARRATIVE SHORT LENGTH ENTRY - [Insert title of film]  
OR  
DOCUMENTARY SHORT LENGTH ENTRY – [Insert title of film]  
OR  
ANIMATION SHORT LENGTH ENTRY – [Insert title of film]

c/o Film Office  
#12 Carmody Street,  
St. Augustine.  
TRINIDAD AND TOBAGO.

**INVITED WORKS**

The WFEC committee selects and invites all the films to be presented at the WFEC, with premiere status considered. Invited filmmakers will be notified by email or phone via the information provided on the submitted entry form. Make sure to update the WFEC with new contact information at film.programme@sta.uwi.edu.

If your film is invited, your premiere status will be confirmed with you and locked. Should you accept any other festival invitation that breaches this premiere status commitment, the WFEC has the right to withdraw the invitation.

**TERMS AND CONDITIONS****COMPLETION CERTIFICATION**

I/We have read all of the World Festival of Emerging Cinema Festival (WFEC) guidelines and regulations. I/We understand and have complied with these rules. I/We submit my/our original work for consideration for screening at the WFEC. If selected, I/we allow that the original work be screened at the WFEC in a public arena. Clips of my submitted film may be used by the WFEC for promotional purposes. I/We warrant the submission of my/our original work and there are no disputes regarding the ownership of the submission. I/We also warrant the submitted material does not defame or invade the rights of any person living or dead and I/we fully indemnify the WFEC against any claim made for such violations of law. To the best of my/our knowledge, all of the statements herein are true and correct. I/We agree to hold the WFEC harmless from and defend them against all claims, demands, losses, damages, judgments, liabilities, and expenses (including attorney fees) arising out of or in connection with any and all claims of third parties, whether or not groundless, based on any film submitted to the WFEC.