The 23rd International Documentary Film Festival OFF CINEMA (23rd IDFF OFF CINEMA) will be held from 15th to 20th November 2019. It is the Festival’s foremost aim to present a comprehensive review of achievements in the field of documentary film. IDFF OFF CINEMA presents documentaries in the international competition section.

**I. THE FESTIVAL**

1. The Festival is organised by ZAMEK Culture Centre, located at ul. Św. Marcin 80/82, 61-809 Poznań, Poland.
2. 23rd IDFF OFF CINEMA accepts international submissions, without constraints regarding the theme or running time limitations.
3. Depending on the running time, competition films will be screened and evaluated in two categories: short-length (under 30 mins) and feature-length films (above 30 mins).

**II. SELECTION FOR THE COMPETITION**

1. The Festival does not charge any fees for the submission of a film.
2. The preferred form of submission is via online platforms:

- FESTHOME: <https://filmmakers.festhome.com/f/2976> - FILMFESTIVALLIFE: https://www.filmfestivallife.com/OFFCinema

1. Submissions for the competition selection may also be made using the following formats: DVD Video, Blu-ray, MP4 on any medium or by means of a download link to file with a resolution no less than Full HD (1920X1080p).
2. The Organiser does not return preview copies submitted for selection.
3. Deadline for submitting entries for selection: **June 15th, 2019.**
4. The following must be made available in order for the film to be accepted for selection:

- preview copy

- completed and signed Submission Form (available from our website: offcinema.pl)

1. The materials listed above must be provided via e-mail to offcinema@ckzamek.pl or by post (postmarked no later than deadline) to the following address:

**IDFF OFF CINEMA**

**Centrum Kultury ZAMEK**

**ul. Święty Marcin 80/82**

**61 – 809 Poznań**

**Poland**

1. The Organizer will not accept submissions in which its employee (persons engaged under an employment contract or other type of contract whose term overlapped, even in part, with the period from 01.01.2018 to 25.10.2019), acted as producer, director, screenwriter, played any of the starring roles, or contributed in any extent to the production design or the soundtrack/score. Should the Organizer take knowledge that any of the above is the case after a submitted film has been qualified, said work will be excluded from the competition. The Organiser reserves the right to decide whether the film in question will be presented to the audience.
2. The Organizer will appoint Selection Officers who will select pictures for the 23rd IDFF OFF CINEMA Competition.
3. Results of the selection will be announced no later than **August 9th, 2019**, on the Festival’s official website: [www.offcinema.pl](http://www.offcinema.pl). Authors will be notified personally about their films having qualified for the competition at the e-mail address provided in the Submission Form.
4. Decisions of the Selection Officers are final. The Officers are under no obligation to justify their decisions.
5. The Organiser of the Festival is additionally entitled to invite a film for the competition screenings.
6. The Organiser reserves the right to withdraw a film which the Selection Officers have qualified for the competition if its maker fails to comply with the obligations stated herein.
7. Submissions of films made before January 1st, 2018, will not be accepted.

**III. THE COMPETITION**

1. The submitting party shall not withdraw their film from festival screenings once it has been qualified.
2. Films qualified for the competition are provided to the Organiser of the Festival free of charge.
3. Having received notification that their film has been qualified, the submitting party shall, complying with the deadline of August 31st, 2019, send the following to the address of the Organiser:

- dialogue scripts in an electronic format (for films in Polish: English subtitles embedded in the copy or time-coded subtitles in English in .srt format are required);

- the following are required for foreign language films: copy with embedded English subtitles and time-coded English subtitles in .srt format; preferably, time-coded Polish subtitles in .srt format should be supplied where possible

- at least four (4) stills from the film (horizontal, .jpg file format, min. resolution: 300 dpi)

- photograph of the director (.jpg file format, min. resolution: 300 dpi)

- director’s biographical note (.doc or .docx file, not exceeding 300 characters)

- description of submitted film (.doc or .docx file, not exceeding 500 characters)

- film poster (resolution: 300 dpi)

- film trailer (min. 30 seconds and max. 90 secs long, resolution no less than Full HD

- video recording with the filmmaker’s personal invitation to “see the film at the OFF CINEMA Festival” (link or any medium, max. 30 secs long)

1. For the purpose of festival screenings, the following media and file types are considered acceptable:

 - uncoded DCP, 2K, 4K, 3D package (dialogue scripts are to be included in the packages)

 - MPEG-4 file (H.264 codec)

 - Blu Ray (code-free, region B/2).

1. The Organiser will digitize and convert all films submitted in other formats to DCP. The files will be permanently removed from the Organiser’s servers within two weeks following the end of the Festival. The DCP files will be produced only for the screenings at the 23rd IDFF OFF CINEMA and will not be utilized for any other purposes without a separate consent of the owner of respective copyrights.
2. Organiser should receive competition copies **by August 31st, 2019,** at the following address:

 **IDFF OFF CINEMA**

**Centrum Kultury ZAMEK**

**ul. Święty Marcin 80/82**

**61 – 809 Poznań**

**Poland**

1. The costs of delivery of the copies sent for selection and the competition copies as well as any shipping charges are covered by the submitting party.
2. The Festival does not cover the cost customs duties outside the territory of Poland.
3. The submitting party is under obligation to comply with customs regulations which apply when shipping films. Overseas dispatches from outside the European Union should be shipped with appended document stating its value as not exceeding 15 € (fifteen Euros) and with the following annotation: "No commercial value. For cultural purposes only".

**IV. STATUTORY PRIZES**

1. The Jury of the Festival will assess films participating in the competition and award the following main prizes in the short-length and feature-length categories:

- 1st prize: The Golden Castle and a financial prize

- 2nd prize: The Silver Castle and a financial prize

- 3rd prize: The Bronze Castle and a financial prize

1. Should the Jury award any of the statutory prizes to more than one film on an *ex aequo* basis, the financial prize attached will be divided equally between the awarded parties.
2. The Jury has the right to award honorary mentions.
3. The decision of the Jury is final, while the participants are not entitled to appeal from said decision.
4. Upon arrangement with the Organiser, non-statutory prizes may be awarded, funded by private persons, institutions and organisations.
5. The list of winning pictures will be announced on **October 19th, 2019,** at the Festival’s final awards gala.

**V. SCREENINGS AND PUBLICITY**

1. Participants in the competition consent to the publication of the trailer, the information concerning the film and its author on the Festival’s website, the Festival’s social media accounts and in official printed material and related press releases.
2. For publicity purposes, the Organiser has the right to make the trailers, the invitation recorded by the filmmaker, or fragments of the competition films available to television broadcasters and websites.
3. Owners of copyrights to films submitted for competition consent to 5 free-of-charge screenings as part of the Festival and showings promoting the Festival, organised in Poland and abroad after the end of the competition.

**VI. PERSONAL DATA**

In view of the fact that Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter GDPR, is the regulation in force applicable to personal data, you are hereby advised as follows:

1. Zamek Culture Centre, with registered office at ul. Św. Marcin 80/82, 61-809 Poznań, is the Administrator of the personal data supplied in connection with the submission.
2. As your data will be processed by Zamek Culture Centre, you may contact the Personal Data Protection Officer appointed by the Administrator by e-mail at iod@ckzamek.pl or in writing to the address of the Administrator.
3. Personal data supplied will be processed for the following purposes:
4. participation in the 23rd International Documentary Film Festival OFF CINEMA - under consent obtained in accordance with Art. 6(1) GDPR,
5. publication of information relating to the event on the Administrator’s website and on social media platforms, as well as provision of information to the press and other media - under consent obtained in accordance with Art. 6(1)(a) GDPR,
6. data of competition winners will be processed in order for the Administrator to discharge their legal obligations, including fiscal and accounting obligations, pursuant to Art. 6(1)(c) GDPR.
7. Your personal data may be transferred to authorized entities in accordance with applicable law and to entities which process data on behalf of the Administrator and participate in their activities by e.g. providing web hosting services. Data of the competition winners may be transferred to the Office of the Marshal of the Wielkopolska Region for purposes relating to the award of prizes.
8. The data will be processed and stored for the period specified in applicable laws and regulations, in particular pertaining to the archiving of files and statutes of limitations on third-party and fiscal claims.
9. You are entitled to exercise the following:
	1. right to access the content of your personal data (Art. 15 GDRP),
	2. right to rectify or supplement personal data (Art. 16 GDRP),
	3. right to erasure of personal data (Art. 17 GDRP),
	4. right to restrict the processing of data (Art. 18 GDRP),
	5. right to data portability (Art. 20 GDRP),
	6. right to object (Art. 21 GDRP).
10. When data is processed following your consent, you may withdraw that consent at any time, without prejudice to the processing undertaken prior to the withdrawal of consent.
11. Should you find that data processing by the Administrator violates applicable personal data protection laws and regulations, you are entitled to file a complaint with the regulatory authority, i.e. the President of the Office for Personal Data Protection.
12. Personal data is supplied voluntarily, but it is indispensable in order to be able to participate in the event. For competition winners, supplying their personal data is necessary if they are to be awarded and subsequently paid the prize. Failure to supply personal data will effectively prevent the prize from being paid to winning party.
13. Your data will not be used for automated decision-making or profiling.

**VII. FINAL REMARKS**

1. By submitting a film to the 23rd IDFF OFF CINEMA, the submitting party accepts the provisions of the Competition Rules.
2. The Organiser shall have the deciding word in all matters not otherwise specified in these Rules.
3. In the event of any doubts arising, Polish language version of the Rules will be considered binding.
4. Additional information may be obtained from:

Centrum Kultury ZAMEK

Film Department

e-mail: offcinema@ckzamek.pl

Office: tel. +48 61 64 65 204

Piotr Szczyszyk – Main Competition:

tel.: +48 607 409 078