



### **CONDITIONS FOR APPLICATION AND REGULATIONS FOR ORGANIZATION OF INTERNATIONAL PHOTOGRAPHIC EVENTS**

The present text supersedes FIAP DOCUMENT 298 and INFO 2001/329.

For audio-visual events, see the referring actual document.

#### **I. FIAP PATRONAGE**

##### **I.1 Definition**

The FIAP Patronage is a confirmation awarded to an international photographic salon under consideration based on the results obtained by a previously organized event.

##### **I.2 General principle**

The FIAP Patronage can only be awarded to events with a marked international character and accessible to participants from all over the world. Events with purely commercial purposes, as well as salons with nothing but a strongly restricted subject, are excluded from the benefits of the present regulations (see also II.4).

##### **I.3 Events other than international salons**

FIAP-Auspices can be granted to international photographic events that do not fulfill the conditions for obtaining FIAP-Patronage, like commemorations, jubilees, exhibitions, etc. (please refer to the document "Auspices of FIAP").

##### **I.4 Application**

Applications for FIAP Patronage must be addressed by the organizer to the national association of the country where the event is to take place. The latter transmits the application to the FIAP Patronage Service, with its mandatory advice.

The application cannot be sent directly to FIAP by the organizer. A new application must be made for each edition of an event, using the form supplied by FIAP. The applications must be submitted at least nine months before the closing date in order to allow the publication of the event in the FIAP lists and in the journals of the national federations.

In countries without ordinary FIAP membership, the application for patronage may be submitted by an individual member (IMFIAP).

In order to avoid confusion when applying for FIAP distinctions, the Directory Board stresses that it is not possible to award FIAP Patronage only to a part of a salon. A salon either has FIAP Patronage for all the sections or does not have it at all. If organizers find difficulties in this context at national level, they must look for a solution at national level, for example by organizing two parallel events or by giving special prizes for subjects of national or local interest, without making a special section with a limited subject, which cannot enjoy FIAP Patronage.

##### **I.5 Justifications**

Together with their application for patronage, the organizers must supply a draft of the complete text of the participation conditions, edited at least in French or English (see II.7), otherwise the patronage will be declined automatically. The same is true if, when receiving the application for patronage, the Patronage Service not yet has received the catalogue of the previous salon and if the participation conditions do not meet the guidelines of FIAP.

An international salon organized for the first time, can only obtain FIAP Patronage if the same organizers have already organized at least one event of some importance, approved by the national association

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affiliated to FIAP. In that case, the organizer should also attach all useful references about previously organized events.

## **I.6 Decision of FIAP**

The FIAP Patronage is awarded by the president of FIAP, or, in his name, by the FIAP Patronage Service, provided favorable advice is received from the national association. FIAP Patronage is an honor and not a right. There is no appeal against decisions taken by the responsible FIAP officers.

In those cases where the patronage is withdrawn, it can only be awarded again upon the submission of a complete application file giving guarantees for the perfect organization of the future event.

## **I.7 Approval of Patronage**

If an event obtains FIAP approval, a numbered "CERTIFICATE OF FIAP PATRONAGE" is delivered. The numbering code refers to the year and the salon number (for example: 2004/001). The certificate must be shown at the exhibition or projection and a copy may be inserted in the catalogue.

Organizers of events having obtained FIAP Patronage must award FIAP medals and FIAP honorable mentions. They have the right to use the FIAP emblem on their invitations, folders, posters, catalogues, etc. The regulations must mention "under FIAP Patronage" and the given patronage number.

Organizers of international salons, that have not officially received FIAP Patronage, do not have the right to reproduce the FIAP logo in the regulations of their salon.

## **I.8 Obligations of the organizers**

To be eligible for FIAP Patronage, the organizers must:

- a) follow the conditions stipulated in the FIAP regulations (see chapter II);
- b) buy at least three FIAP medals for each salon;
- c) edit a catalogue with reproductions (see II.14);
- d) commit themselves to answer all letters they might receive concerning their event.

## **I.9 Responsibility of FIAP**

The fact that FIAP awards its Patronage to a photographic event does not imply that it can be liable for any faults committed by the organizers towards participants and/or third parties.

## **II. REGULATIONS OF INTERNATIONAL PHOTOGRAPHIC EVENTS UNDER FIAP PATRONAGE**

### **II.1 Definition**

Only salons open to photographers from all countries, amateurs and professionals alike, and respecting the regulations of FIAP can be qualified as "International Salon under FIAP Patronage". Photographic circuits covering several salons and/or organizers are authorized, on condition that the number of included events is limited to five (see chapter III).

Salons for young photographers open to participants of the whole world, can obtain FIAP Patronage provided that the two FIAP age categories are followed. (category I: up to 16 years and category II: from 16 to 21 years). If this is not the case, the salon can only obtain the FIAP Auspices (see I.3) that do not give acceptance points for FIAP distinctions.

### **II.2 Participation**

In principle the members of the club organizing the event, do not take part in the salon. Only in those cases where the majority of the jury-members do not belong to the organizing club, its members can participate.

### **II.3 Character of the works**

All styles and essentially photographic processes must be admitted. It is highly recommended not to attach too much importance to the size of the prints and to handle the different techniques and subjects in an identical way. In order to enable them to influence in a decisive way the style of the submitted works, the Directory Board invites organizers of international salons under FIAP Patronage to specialize their manifestations as far as technique and subject is concerned. By giving precise definitions concerning subject and technique, the often somewhat disconcerting mixture could be avoided and the impact of the manifestation's human and artistic message will be enhanced. It will so be easier for the judges to set a fair judging to the benefit of the artistic level.

### **II.4 Subject matter, categories and sections**

In principle the subject to be treated by the author is free. International salons can have the following categories: Black and White Prints/ Monochrome (M), Colour Prints (CP), Colour Slides (CS), Stereo Colour Slides (SCS), Digitalized Photographs (DIG), Audiovisual (AV). So far as article II.5 permits they can have the following sections: Open, Experimental, Nature, Journalism, Travel, Series, Sequences, Portfolios, Collections or Themes. Thematic salons, such as salons with socio-documentary subjects are explicitly recommended, provided that the subject is very broad and can be treated by everyone (for example: "the theater", "man at work", "childhood", etc.). The organizer will respect the definitions published by FIAP (black and white (monochrome), colour, nature, etc.) (see also II. 7G).

### **II.5 Number of sections**

Every single international salon may have a maximum of six sections. For "Circuits" the rules are the following:

- a) For Circuits with 5 different salons the number of sections may not exceed 3.
- b) For Circuits with 4 different salons the number of sections may not exceed 4.
- c) For Circuits with 3 different salons the number of sections may not exceed 5.

Sections recurring in different categories are to be considered as supplementary sections to be added up.

This means that an author may participate in a single international salon with at most 24 works (4 works per section) and in an international circuit with a) 12, b) 16 or c) 20 works.

### **I.6 FIAP medals and honorable mentions**

There are three types of medals for salons under FIAP Patronage: gold, silver and bronze. The organizers of an event with FIAP Patronage must buy at least three medals, in any combination. The organizers of circuits must buy at least 3 medals for each allocated patronage number.

The medals must be ordered by the national association from the FIAP treasurer. Two FIAP honorable mentions will be supplied free of charge for each ordered medal; they will be sent together with the medals. When ordering the medals, the Patronage number (see I.7) must be indicated.

The FIAP medals and FIAP "honorable mentions" awarded must be mentioned in the salon regulations and in the catalogue.

The organizer must award each FIAP medal to one of the main prizes given by the judges.

The FIAP medals and honorable mentions must be awarded at the occasion of the event for which they have been obtained. They may only be awarded to works and/or authors participating in the competition. Not all the medals and honorable mentions must be awarded; the quality of the entries should be determinant. The engraving of the medals is mandatory and at charge of the organizers.

## II.7 Salon regulations and entry-form

The organizer will announce its salon at least six months before the closing date by sending out his entry-forms and regulations. Together with the FIAP Patronage certificate, the FIAP Patronage Service provides an updated list of FIAP addresses (FIAP directorate, liaison officers of the national federations and associations members of FIAP, individual members, approved journals, etc.). The event must be announced to all these addresses. It is recommended to send several entry-forms to the national associations, which can then distribute them to their member clubs. The regulations must be edited at least in English or French. Other languages are at the choice of the organizer.

The salon regulations must include the following information:

- A) Name of the event and name and address of the person responsible for the salon, or circuit.
- B) The FIAP emblem and the FIAP Patronage number(s) of the salon or circuit.
- C) Names of the judges and a statement of the qualification of each.
- D) A calendar, mentioning:
  - a) closing date for the entries;
  - b) date(s) of the judging session(s);
  - c) mailing date of the report cards (notifications);
  - d) date(s) of exhibition(s) and/or public showing(s) of slides;
  - e) date on which all entries will be returned;
  - f) date on which catalogues and awards will be mailed.

In this context, FIAP strongly recommends to the organizers to define reasonable timescales in their calendar and to comply strictly with them.

- E) Entry-fee: The amount of the entry-fee and the way it has to be paid must be clearly mentioned in the salon regulations. The amount shall be given in the national currency of the country where the event takes place, in convertible money (€ \$...) and if necessary in International Reply Coupons (IRC). FIAP highly recommends to the organizers to show solidarity with participants living in countries with limited currency facilities.

- F) Mention of the fact that every participant will get a free copy of the catalogue.

- G) For each category the maximum number of works to be entered by each author is specified as follows:

### 1) for prints:

- \* not more than 4 prints per section (except for series or sequences, where the number will be defined by the organizer);
- \* maximum recommended format 30 x 40 cm (12" x 16") (including mounting);
- \* minimum format to be defined by the organizer;
- \* prints unmounted or mounted on a thin backing, as appointed by the organizer.

### 2) for colour slides:

- \* not more than 4 works per section (except for series or sequences, where the number will be defined by the organizer);
- \* format of the frame 5 x 5 cm (2" x 2") or other;
- \* glass mounted or not, as appointed by the organizer.

### 3) for digital works:

- \* not more than 4 works per section (except for series or sequences, where the number will be defined by the organizer);
- \* weight and format of the file as appointed by the organizer;
- \* on CD-ROM, on floppy disk or by E-Mail, as appointed by the organizer.

H) The indication that each work must mention in legible type:

- a) name, address and country of the author;
- b) title of the work in one of the official FIAP languages (or other identification reference);
- c) date and possibly place on which the picture has been taken;
- d) serial number as on the entry-form;
- e) for digital works, the author's references (name, address, title, etc.) as appointed by the organizer.

I) Any other pertinent information (forwarding to other salons, address for correspondence, etc.).

In the general interest of the event, the reproduction of the works is allowed in the catalogue or on CD-ROM, except when expressly prohibited by the author. In this matter the rules about copyright have to be strictly followed.

## **II.8 Composition of the jury**

For an international salon a jury of at least 3 members must be formed. It is however recommended to have a jury of 5 members. The members of the jury must have proven to possess a good knowledge of international photography. The majority of the members of the jury may not belong to the organizing club, if the national conditions permit. The names and the titles of the members of the jury must be mentioned precisely in the regulations and in the catalogue.

It is recommended that one person acts no more than three times a year as member of a jury in the same category. The travel and accommodation expenses of the members of the jury are to be covered by the organizers.

The members of the jury are not allowed to participate in any section of the event where they will act as judges. This applies in the same way for single salons and for the different salons of a circuit. No breach of this rule will be tolerated. The jury members may however be invited by the organizer to exhibit their photographic works on an ineligible base.

## **II.9 Handling of prints and slides**

### **II.9.1 - Prints**

The organizers will take good care of the works when handling them (the word handling taken in a very broad sense). It is not allowed to put any marks on the photographic works, other than those necessary for their identification.

It is strictly forbidden to put stamps on the works when the ink can be transmitted to other prints, or in such a way that the ink of the stamp gets through to the front side of the print. In the same way the organizers will not put permanent self-adhesive stickers on the back of unmounted prints.

### **II.9.2 - Slides**

It is forbidden to open the glass-mounts of the slides, except to replace a broken glass or for printing purposes.

## **II.10 Jury decisions**

As far as the participants met the participation conditions, all the works received by the organizer must be presented to the judges. All kind of pre-selection is definitely prohibited.

The organizers may in no way alter the decisions of the jury. They must exhibit all the prints and show all the slides accepted by the jury. In the case of lack of space or an excessive duration of the slide show, the jury chooses amongst the accepted works the prints to be exhibited or the slides to be projected. After the closing of the judging, no works can be added to the exhibition or slide show. The jury awards medals, honorable mentions, etc. in complete autonomy and does not have to justify its decisions.

## **II.11 Number of prizes - Number of accepted entries**

In order to ensure that the prizes keep all their significance, it is prohibited to award prizes to more than 5% of the accepted works. Each awarded work can only get one single prize. The allocation of several prizes to a same author must remain into reasonable limits. It is furthermore forbidden to award identical or similar works that a same author presented in several sections of the same event. The quality of the exhibited or projected works being the only factor to be considered, no minimum or maximum number of acceptances is prescribed.

The acceptance of a series of photographs or slides counts as one (1) unique acceptance.

## II.12 Notification cards - Scoring method

In order to stimulate the diversification of techniques and so far as the photographic salon is not limited as to subject and technique, the Directory Board appeals to the members of the jury not to give to great an importance to the technique used, but to treat the classical and the modern processes as equal in that way assuring great diversification in prizes awarded.

After the judging, every participant must be individually informed about his results either by normal or electronic post. The notification card must be established in one of the official FIAP languages. Although the scoring method is at the discretion of the organizer, the notification card must clearly indicate the result of the voting on each work in each category (i.e. black and white (monochrome), colour, slides) and each section of the contest. When a point (numeral) scoring system is used, the notification card must state the score given to each work, the minimum and the maximum scores possible, as well as the acceptance score.

If another method of selection is used, the organizer must fill out the notification card as follows:

A= accepted

R= rejected

P= prize

## II.13 Judging conditions

During the judging of the works, the lighting and presentation of the prints, as well as the projection of the slides, must allow the judges to carry out their function under the best possible conditions. It is furthermore essential that the jury will be given sufficient time for judgment.

## II.14 Catalogue

For classical contests, an illustrated catalogue must be edited (recommended format 21x 21cm). For digital salons, the catalogue may be replaced by a CD-ROM under the below conditions. Either the catalogue or the CD-ROM can only contain the works accepted by the jury. The reproduction of prints and/or slides of the event is imperative. Simple photocopies are not acceptable. For colour prints and slides, reproduction in colour is mandatory in order to respect the author's intention. So far the entry conditions have been respected, each participant must receive a free copy of the catalogue, whether or not his works are accepted.

The organizers of a traditional salon under FIAP Patronage are not authorized to replace the catalogue by a CD-ROM. Only the organizers of a salon of digital photography may renounce on the publication of an illustrated catalogue if they send every participant a copy of a CD-ROM containing all the accepted works. In that case the CD-ROM must contain all the information hereafter requested and the cover will show one of the awarded works of the salon as well as the FIAP logo and the patronage number.

FIAP Patronage granted to an event must be considered as a guarantee of quality. In order to limit the cost of the organizers of traditional salons, FIAP does not pose any requirement as to the size and the number of works included in it. However, if a salon comprises several sections, at least one work per section must be published. It is moreover strongly recommended that all works, that have been awarded a FIAP medal, be published.

The edition of a catalogue including several single salons is not allowed.

The catalogue as well as the CD-ROM must be available at the opening of the event. A copy has to be sent to the FIAP president, the secretary general as well as to the FIAP Patronage Service.

The catalogue or the CD-ROM will contain:

- 1) **a publicity for FIAP for which the FIAP Patronage Service will supply an insert in which the patronage number is already included; this insert cannot be altered and must be printed in a prominent place;**
- 2) a list of the works and authors which have obtained prizes;
- 3) an alphabetical list classified by countries and authors with the titles of the accepted works; it is recommended to mention only internationally accepted honorific titles after the names of the authors; the alphabetical list must be part of the catalogue and may not be edited in a separate way.
- 4) names, honorific titles and countries of the judges;
- 5) a statistical table, mentioning separately per category, per section and per country:
  - a) the number of participating authors;
  - b) the number of received works;

- c) the number of accepted authors;
- d) the number of accepted works.

Should organizers of digital salons with FIAP Patronage produce a CD-ROM of their salon, they must guarantee the protection of authors' fundamental rights by the use of a software making piracy impossible or by showing the images in low resolution (maximum 640 x 800 pixels), so that piracy is of no interest. The organizers must also ensure that the CD-ROM is virus free through an up-to-date anti-virus program. Anyone producing a CD-ROM and ignoring these precautions exposes himself to prosecution from the injured authors or users who suffer damages through any viruses.

### II.15 FIAP Patronage Service

After the closing of the event, the salon organizers must send one copy of the catalogue to the FIAP Patronage Service, otherwise the next patronage will not be granted.

In the few cases where the organizer proposes to send the conditions and entry forms for the coming salon together with the catalogue of the current salon, the catalogue of the previous salon is binding, provided it meets with all requirements of the FIAP regulations. Should that not be the case, Patronage can only be given after having received from the organizer a formal promise in writing that all errors will be corrected in the catalogue of the salon being organized.

The responsible persons on the national level shall survey the correct organization of the events under FIAP Patronage organized in their country and inform the Patronage Service about any breach of the present regulations they get aware of.

### II.16 FIAP salon catalogue stars

The FIAP Patronage Service will award from one to five stars to the catalogues, according to their overall quality. The stars granted to the last available catalogue will be published in the lists of salons with FIAP Patronage. They will also be mentioned in the letter that accompanies the approval of FIAP for the next event.

### II.17 Organization - exhibitions of prints and public showings of slides

The organization of an exhibition or of a public showing of slides must be well taken care of.

- 1) For an **exhibition** of photographic prints are needed:
  - a) a suitable hall with enough space for the exhibition;
  - b) good lighting of the exhibited prints which should be preferably glass framed and with sufficient space between them;
  - c) indication of the name and of the country of the authors, as well as of the title of the prints.
- 2) For a **public showing of slides** are needed:
  - a) a suitable auditorium with enough seating space;
  - b) good darkening of the projection hall and good visibility of the screen;
  - c) a projection screen of good quality and no smaller than 1,8 x 1,8 m (6 ft x 6 ft);
  - d) mention (orally or by projection) of the name and of the country of the authors;
  - e) if permitted by the local conditions, fade-in fade-out projection with musical accompaniment.

The following rules apply to the number of days the event must be accessible to the public:

- 1) **print exhibition:** at least ten days, at the most one month. If the exhibition takes place in several cities, the duration of the exhibition may be prolonged under condition that it is clearly stated in the salon regulation;
- 2) **public showing of slides:** at least two shows.

For **digital salons**, FIAP requires, as for traditional salons, a public projection or exhibition with, if possible, all the works that have been accepted. It is not sufficient that the accepted works are only to be seen through the INTERNET.

### II.18 Closing of the event

Provided the entry fee has been paid, all the works, whether they were exhibited or projected or not, must be returned to the participants in conformity with the organizer's regulations. It is forbidden to the organizers to keep any prints or slides, unless clearly stated in the regulations that the organizer intends to

keep the awarded works; in that particular case, the author must have given his written consent beforehand, by signing the entry-form.

With exception of the works received on CD-ROM, floppy disks or by E-mail, the organizer must return, so far as possible, the works in the original packing material supplied by the author. The packages must bear the mention "Photographic works for exhibition only - being returned to sender - no commercial value".

## **II.19 FIAP Honours**

In conformity with the actual documents concerning the FIAP Distinctions, the acceptances in salons under FIAP Patronage are taken into account towards AFIAP, AV-AFIAP, EFIAP and AV-EFIAP distinctions.

## **III. PHOTOGRAPHIC CIRCUITS**

For all kinds of circuits the maximum number of different salons may not exceed five and not be less than three (see also art II.5).

Three kinds of circuits may be taken into consideration:

- \* the International Multi Countries Circuit (judgings and presentations in different countries);
- \* the International Single Country Circuit (judgings and presentations in only one country);
- \* the International Circuit of exhibitions or slide shows (1 single judging followed by several presentations).

It should be underlined that each of the events organized under the same heading of "International Multi Countries Circuit" and "International Single Country Circuit" will get a different FIAP Patronage number, as there will be different judging sessions and exhibitions or projections. The printing of one single catalogue for the whole circuit is allowed; the catalogue must mention all the acceptances and all the awards separately for each FIAP Patronage number. The catalogue must be available at the opening ceremony of the first event of the circuit.

The "International Circuit of exhibitions or slide shows" with one single judging will be given only one FIAP Patronage number.

## **IV. SPECIAL ARRANGEMENTS ON SALONS WITH A NATURE SECTION**

### **IV.1 Definition**

International salons with a nature section shall adopt and respect the FIAP definition of nature photography. **The definition has to be published in the salon regulations.**

### **IV.2 Categories**

Each of the categories in an international salon (i.e. black and white (monochrome prints), colour prints, slides) can have a nature section. The organizers can, if they wish so, combine black and white (monochrome) nature prints and colour nature prints into one category called "nature prints".

### **IV.3 Jury**

The judges must prove to have a good knowledge of nature and of international photography. At the beginning of the judging sessions, the members of the jury must be informed that all kind of manipulation of prints or slides presented in a nature section is definitely prohibited.

## **V. INTERNATIONAL EVENTS CALLED "AUTHORS' SALONS"**

The "authors' salon" can be defined as an international exhibition of photography for which a limited number of authors are personally and directly invited. These kinds of event do not fulfil the conditions for obtaining FIAP-Patronage, but they can be granted FIAP-Auspices. All details about obtaining auspices are specified in the document about the "AUSPICES OF FIAP".

## **VI. FINAL CLAUSE**

In cases where the application of the present regulations brings about difficulties, the organizers of the event may submit them in writing to the FIAP president.