



**Sapporo International Short Film Festival and Market**  
**SAPPORO Short Fest 2013 / 11th-16th SEP. 2013**

## ONLINE OPEN CALL REGULATIONS

For

**Spotrights.jp**

Submission deadline from Spotrights.jp: **March 31<sup>st</sup>**.

Deadline for Preview DVD: One title Section: **April 8<sup>th</sup>**, Filmmakers' Section: **April 8<sup>th</sup>**.

### **INTERNATIONAL COMPETITION**

**One Title Section** (One Title Entry) a short film less than 30min, completed after January 1, 2012.

**Filmmakers' Section** (Program Entry) a short film less than 40min.

For the Filmmakers' Section make your own program with more than 2 films less than 60min in total.

**Submission fee:** no fee

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All the submissions to SAPPORO Short Fest (SSF) will be processed with SSF's Submission Management System "Spotrights.jp". Please create your account and register your film to submit to the SAPPORO Short Fest 2013 One Title Section or Filmmakers' Section.

SAPPORO Short Fest <http://sapporoshortfest.jp/>

Spotrights <http://www.spotrights.jp/>

**Spotrights.jp**

The registered films on "Spotrights.jp" can be modified film information with ID and Password from "Spotrights.jp". Please refer "Spotrights.jp" service policy.

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#### HOW TO SUBMIT

- 1) Create an account on Spotrights.jp
- 2) Register your film one or more.
- 3) Choose One Title section or Filmmakers' section to submit.
- 4) Select a film to submit.
- 5) Print out an entry form PDF then sign the form and post with preview DVD.



## 1. About the festival

**8th Sapporo International Short Film Festival and Market (a.k.a. SAPPORO Short Fest 2013) will take place from September 11th to 16th 2013.**

The festival consists of screenings of selected short films, a short film market, workshops, seminars and also other promotional, educational events, national and international tours.

The short film market has a library and video booths. Only registered attendants can watch films, and the filmmakers can promote their films to the industry professionals. (For more information about the market, please read the market section below)

When an applicant submits a film, filmmaker or producer can either:

1) Send a new film (completed after January 2012) to "One Title Section" (One Title Entry).

OR

2) Send a programme of filmmaker's works to the "Filmmakers' section" (Program Entry).

(Please refer to "**Notes and requirements for the entry**" below and Films are only submitted through "Spotrights.jp".)

The executive committee and its festival members are in charge of managing the event and implementing all required works.

The goals of the festival:

- To create a market for short films
- Fostering of young short film makers
- International exchanges through cultural activities
- To promote film education

## 2. Notes and requirements

- Filmmakers of all nationalities are welcome to submit.
- All films submitting One Title section must be less than 30 minutes (including credit rolls and others) .
- For submitting Filmmakers' section all the films must be less than 40 minutes.
- All films must have English title. The Festival only uses and announces English title.
- All films submitted to the "One Title section" must be completed after January 1st, 2012.
- For the "Filmmaker section," older films (finished before January 2012) can be included.
- Fill in all required fields of the entry form using English.
- Films submitted online will be given original ID and Password from SAPPORO Shot Fest's Entry Management System "Spotrights.jp". For managing and modifying your entry information, please login to the "Spotrights".  
<http://www.spotrights.jp/>
- For the entry, please send evaluation preview copy of your film (or films for program entry) in a format shown below.
- For producing Japanese subtitles please send also English dialogue list on CD-R along with entry form and preview DVD or upload it on Spotrights.jp



## 2-1.

Guidelines for specification of preview DVD.

### 1) **One film per One DVD.**

2) It can be NTSC or PAL format.

3) Do not use a regional setting. Please send a region free DVD.

4) **NO menu and NO language select menu.** The film should be superimposed with English subtitle for non-English dialogue.

5) **DVD-R only. NO DVD+R.** Double layer DVD is acceptable.

6) Please do not use self adhesive Label on DVD. Use marker for writing film title or any information.

7) Preview DVD will not be returned.

### 8) **Additional preview DVD specifications**

If you do not want to send dvd with dvd video format. You can send a video file instead.

Please send DVD with either video file types.

8-a) WMV: Windows Media 9, more than 2500bps, aspect 16:9 and resolution more than 1280x720.

8-b) QuickTime MOV: Bitrate more than 5Mb (preferred 10Mb), H264, resolution more than 1280x720.

## 2-2.

As for the subtitles, all films that use languages other than English need to have ENGLISH subtitles. If the main language of the dialogue is English, there is no need for subtitles. English subtitles are necessary for foreign attendees at the screenings and market. For preview selection the film should be superimposed with English subtitle for non-English dialogue.

## 2-3.

Submitted films don't need to be a premiere, so if the film has been screened at another film festivals or has been screened/is screening in any form, clearly state it in the entry form.

Make sure you have the rights for all materials (videos, music, etc.) used in your film.

## 2-4.

For the "**Filmmakers' Section**" (Program Entry) make your own program with a set of your films.

Please follow the requirements below.

The program should include more than 2 films, but less than 15 films.

A film must be less than 40min.

The program must be less than 60 minutes in total.

Older films (finished before January 2012) can be included.

If you want to submit 2 films on your program please send 2 DVD disks.

Each DVD contains only one film with title and director name on the disk. Please use only a marker.

Please also refer 2-1. 8) Additional preview DVD specifications.

**Selected filmmakers are invited to the festival in September. The festival supports air tickets with specified amount and hotel accommodations during the festival.**



## 2-5.

The deadline for the online entry from [Spotrights.jp](http://Spotrights.jp) is **March 31<sup>st</sup>, 2013**.

The deadline of your preview DVD (must arrive festival office by date below)

For One Title Section: April 8<sup>th</sup>, Filmmakers' Section: April 8<sup>th</sup>.

Please send preview DVD with signed Entry Form and dialogue list on CD-R.

### If your package would arrive by March 30,

Please send to:

SAPPORO Short Fest, Festival Office

Inter x cross Creative Center

1-12, 1-12 Toyohira Toyohira-ku, Sapporo, 062-0901 Japan

### If your package would arrive after April 1

SAPPORO Short Fest, Festival Office

Inter x cross Creative Center

1-1, 5-1 Higashi-Sapporo Shiroishi-ku, Sapporo 003-0005 Japan

For international submission, please write

**"No commercial value, Non-pornographic, for cultural Purposes only"** on the envelope.

For customs purposes please write the value as 10 US dollars, 10 Euro or the equivalent. The Sapporo Short Fest will not pay excessive customs tariffs for entries.

Applicants pay the postage for sending these items to the office.

The festival is not responsible for any damage or loss of submitted items in the mail.

The festival reserves the right to use trailers, clips, posters, information on the film and filmmakers, and all materials, in any form, for the promotion of the festival and its related events.

## 3. Selected films

If a film passes the preview selection, it will be included in the official programmes of the SAPPORO Short Fest 2013. The festival office will announce the result of the preview selection on the website (<http://sapporoshortfest.jp>) in **June**, and will send an e-mail to each applicant of the selected films.

Please be prepared to send the items listed below. Deadline of the screening materials could be change depending on the announcement of the official selections. The SSF try to reserve respectable days for preparations. Please prepare sending screening tape, especially any films contains non-English dialogue films that are **required English subtitle**.

### 3-1.

#### Screening Film Format:

#1. **NTSC/PAL** Mini DV, DV CAM, Digital Betacam and HDV (with ENGLISH subtitles if necessary).

We do not accept HDCAM SR.



**Required Film Information: most of the information can be uploaded on Spotlights.jp**

# 1. A set of photos (Minimum width 1200 pixels at 72 dpi).

Press photos of the film

Hi-Rez poster image (We print a poster image to promote your film)

Director's photo

Music Composer's photo (if available)

# 2. Precise script and dialogue list (with time code if possible).

For adding Japanese subtitles, Microsoft Word document or Text editor document file preferred.

# 3. Short Synopsis (20 words) and long Synopsis. We use short synopsis for print materials.

# 4. Director's brief biography, filmography and a list of awards.

# 5. Credit list (Music Composer, Screenplay, Cinematography, Editor, Actors, Actresses, Art Director.)

This is necessary for the respective awards.

# 6. An additional information anything support your film; e.g., production note.

If possible, please send about 200 postcards and 3 posters for the market and festival venues.

# 7. Sales or contact name and email address. It will be on the festival guidebook.

For a festival publication section #3, #4, #5, #6, #7 will be asked again after announcing official selections.

### **3-2.**

The festival office is responsible to keep the copies of the submitted films safe, and manage them in an appropriate way. The applicants should inform the festival office if there is any change in the address written on the entry form. If the office does not receive the screening copy by the deadline, the screening will be invalidated.

## **4. About the screening**

The festival's main screening venue will be SAPPORO PLAZA 2.5 (Minami-2 Nishi-5 Chuo-ku, Sapporo). The screening event includes promotional preview events. And it could be festival's CAV/TV special preview program as well.

**The festival will use HD format for the screening.** All the programmed official selection films are may be circulated national and international festival's tour for continuing promotion of the films.

## **5. Awards**

The jury will choose the grand-prix winner and other awards from the official selection films. The festival office will appoint 5 jury members.

Awarded films and festival's official selection films may be television broadcasted in one of regional station for announcing the awarded films in the festival's special program. The CAV/TV program of the award announcement is part of our promotional scheme.

The festival presents 2 sections: Filmmakers' Section and One Title Section.

Filmmakers' Section: The Grand Prix.

One Title Section: The Grand Prix and 14 awards such as best director and best cinematography.

SSF Special Awards are also selected e.g., Sapporo Peace Award. It is presented by city of Sapporo.

The award will be chosen from all the submissions.



### About Sapporo Peace Award

The year 2013 will mark the 21th anniversary of the Sapporo Peace Declaration. In light of the purpose of the declaration, the Peace Award will be given to the film, which provides the audience with an opportunity to think about peace and their roles toward creating a peaceful world as well as contributing to peace education for children.

## **6. Market**

The festival includes the Short Film Market, where registered professionals can watch films, and buy and sell films. It will be open 4-5 days in the festival period. The market consists of video viewing booths and a business space and presentation space.

Market attendants can access information of all the registered films and watch films in one of the viewing booths using "Spotrights.jp" system.

### **6-1. Spotrights ID and Market Status**

Films submitted to the festival will be registered to the market video library.

Films submitted through SHORTFILMDEPOT will be automatically be entered our short film market. If you do not want to participate the film market, please change film participation status with user ID and Password for the "Spotrights.jp". All the submitted films will be provided Spotrights.jp ID and PW.

### **6-2.**

The registered films are view at one of video booth by using Spotlights' secure online network system. If participants want to continue promote film to market users, Spotlights is offering extending viewing capability with secure online service. Please refer Spotlights service policy. This service will be ended by the end of August 2013.

### **6-3.**

The festival manages filmmakers' and market participants' personal information and has rights to provide required information as long as it is for the benefit of filmmakers and their works.

The Sapporo Short Fest Market will aid in the following:

1. Help business between filmmakers and other attendants by connecting them.
2. Supply available press kits to industry, media and festival attendants.
3. Make a list of industry, media and festival attendants' information available for attending filmmakers.

## **7. Archive and use of the films**

All submitted copies of the films will be automatically registered to the festival archive and the festival will keep them for at least 3 years. After 3 years, the submitted copies would be continuously archived as long as committee's request. The festival office is responsible for managing these copies and has the right to show them to a third party only for its promotional purpose. All submitted films are kept in festival's registered archive and could be screened and programmed only for cultural, educational and promotional purpose. If the festival likes a particular film, we will ask to buy the rights, offering payment and a proper contract to be signed between the right holder and the festival.



## 8. Other notes

The festival committee will consider any other issues, not included in this document.

The festival information stated here is subject to change. In the case of litigation, only the courts of the city of Sapporo, Japan shall have jurisdiction. The Sapporo Short Fest committee or its representative reserves the right to cancel any submission or take any suitable measure in the event of a breach of regulations or in response to any behavior deemed by the committee to be disturbing to the course of the festival.

All applicants must carefully read, understand, and agree with what is written in this document. The signature of the applicant implies full understanding of and consents to the rules listed above.

### Festival office will move to new location

#### **Before March 30, 2013**

SAPPORO Short Fest, Festival Office  
Room 203 Inter x cross Creative Center  
1-12, 1-12 Toyohira Toyohira-ku, Sapporo, 062-0901  
Japan

#### **After April 1, 2013**

SAPPORO Short Fest, Festival Office  
Inter x cross Creative Center  
1-1, 5-1 Higashi-Sapporo Shiroishi-ku Sapporo, 003-0005 Japan

Phone: +81-(0)11-817-8924

Fax: +81-(0)11-812-6550

Contact: Takashi Homma

E-mail: [info@sapporoshortfest.jp](mailto:info@sapporoshortfest.jp)

SAPPORO Short Fest : <http://sapporoshortfest.jp/>

Spotrights.jp : <http://www.spotrights.jp/>

**Spotrights.jp**