



Handbook of Policies and Advice for UNICA Congresses (EN)

(Specifications)

Regulations and guidelines for UNICA Congresses

(Specification sheet)

Applicable from August 2018

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These guidelines are continually updated and supplemented on the basis of new experience.

1. Preliminary Remarks

The UNICA Congress is organised every year in accordance with:

- the UNICA Statutes
- the UNICA Rules of Procedure
- the regulations of the UNICA World Competition

If a National Organisation intends to organise a UNICA Congress, it should notify the UNICA Committee (General Secretary) in writing 3 to 4 years before the intended date. The UNICA Committee examines the application and submits it to the General Assembly.

In principle, the General Assembly decides three years before the Congress on the allocation to a National Organisation.

In this handbook, the National Organisation, which hosts a UNICA, is referred to as the "organiser".

The UNICA Congress is organised in partnership between the UNICA Committee and the organiser.

It is UNICA's international showcase and premiere event. This determines the format for a large part of the week.

However, the UNICA Committee is open to suggestions for change.

The organiser usually forms an organising committee (OC) that plans and conducts the Congress.

It elects a President, who acts as the first point of contact between the UNICA Committee and the Organising Committee. The President of Congress doesn't have to be President of the National Organisation.

The UNICA Congress usually takes place every year in August - ideally from Saturday to Saturday.

It is desirable that each UNICA Congress should have its own, if possible country-specific style and thus differ from the other Congresses.

Nevertheless, there are elements in the organisation and procedures that are absolutely necessary and must be carried out uniformly. They are described in this handbook.

At the request of the host, the UNICA committee will provide advisors (task force).

2. Name / Logo / Promotion

The official name of the event week is: **UNICA Congress**.

The official name of the organisation is: **UNICA - Union Internationale du Cinéma**.

The formal logo is the globe with a film strip in blue on a white background.

The formal anthem is the music of the Finnish composer **Olli Ahvenlahti**. It is played when the UNICA flag is raised and lowered. A recording can be provided by the UNICA Committee.

The organiser must produce an advertising film that can be shown at the previous Congress.

On the Internet, the organiser must create a website on which important information for visitors can be found in at least the three official languages and, if possible, also in the national language.

3. Organisation Committee (OC)

The OC should keep in constant contact with the UNICA Committee or the corresponding task force of the UNICA Committee.

The main members of the OC should have attended UNICA Congresses over the past three years.

In the year in which the UNICA Congress is held, a representative of the OC may participate in the meetings of the UNICA Committee without voting rights.

During the event, a person from the OC should be available as a point of contact for the technicians for special requirements (e.g. interruption of the projection.)

For medical emergencies, a person with medical skills should be present throughout the Congress.

For the excursions, people should be available to keep participants informed in the 3 UNICA languages.

Duties of the OK President

The designation "President" stands for both men and women.

The OC President welcomes visitors on the opening day. He introduces the programmes of events at the beginning and end of the Congress and then hands them over to the moderator of the opening event or to the UNICA President, as the case may be.

He formally welcomes the visitors. The President of UNICA declares UNICA open. Together with the UNICA President he hoists the UNICA flag on the opening day.

On the day of the General Assembly, he welcomes the delegates to the General Assembly and hands over the leadership to the UNICA President.

On the final day, together with the UNICA President, he lowers the UNICA flag and hands it over to the organiser of next year's congress.

The OC President is responsible for all announcements to the participants.

These announcements must always be made in the 3 UNICA languages, German, French and English.

4. Planning of the Congress

Preparation Schedule:

Time until UNICA Congress	Action
x- 3-4 years	Decision to hold a UNICA Congress
x- 3 years	Registration for a UNICA Congress
x- 2 years	Form an OK, find sponsors
x-20 months	Plan excursions, banquets, workshops
x-18 months	Inspection by the UNICA Committee
x-16 months	Publish a website, Reserve the hotels, Establish a public e-mail address and publish a public postal address for enquiries. Coordinate with the UNICA Committee on video formats and requirements for sending and receiving video online.
x-12 months	Presentation to the preceding UNICA Congress, with information about hotels and other details of the Congress.
x-10 months	Book hotel rooms for jury, translator, Young UNICA, committee. UNICA Committee: <ul style="list-style-type: none"> • Amendments to the competition rules if necessary and publication by the Secretary General and the President. • Revision and preparation of the submission forms. • Provide separate registration forms in each UNICA language: <ul style="list-style-type: none"> ○ National Organisation form for main competition, ○ National Organisation form for WMMC, ○ Author forms for main competition and WMMC.
x- 8 months	Publication of preliminary programme on website
x- 6 months	UNICA Committee again sends registration forms to member countries
x- 4 months	Start to prepare programme booklet and documentation
x- 4 weeks	Receipt of film entries and films.
x- 3 weeks	Layout, completion and finishing of the programme booklet
x- 2 weeks	Print the programme booklet.

Changes of any kind may affect the plans of the OC.

One year before the UNICA Congress, the organiser must advertise their Congress at the preceding UNICA event. The type of presentation is at the organiser's discretion. We suggest you give preliminary information about the event, hotels and special events (e. g. excursions).

The UNICA Committee normally holds one of its own committee meetings at the venue of the event, to visit the premises and clarify questions, approximately 18 months before the Congress. Dates and other questions can be agreed with the Secretary General.

No later than February of the year in which the event is held, information about registration for Congress tickets and hotel accommodation must be sent to all interested parties.

The addresses of interested parties (participants from previous years) can be requested from the Secretary General. It is advisable to agree the wording of this invitation with the UNICA Committee before printing.

If projection times have been specified, it is absolutely necessary to add the note "Programme subject to change".

Until the film applications are received, projection times should be indicated without the name of the country, since it is only with the receipt of applications, that we know which countries participate with a film programme.

Patterns of the "neutral" display options for different days are shown in: **Appendix 2_UNICA Congr. Standard Proj. procedure. xls**

5. Content of the Congress

The UNICA Congress consists of:

- Greeting of UNICA participants, distribution of information
- Opening of the UNICA Congress.
- Presentation of the national programmes
- Public jury discussions.
- Internal jury meetings
- Workshop Young UNICA and other workshops
- Excursions and events
- Running of the World Minute Movie Cup
- Meetings of the UNICA Committee
- General Assembly of UNICA
- Meeting of the Friends of UNICA.
- Final event with prize-giving, honours, award ceremony, handing over of flag and banquet.

6. Forms & Fees

Registration for the Congress

The organiser prepares appropriate registration forms for the visitors in the year before the event. These can be made available by post, e-mail or download from the organiser's website. The forms must be provided in three versions (English, French, German)

The forms should contain permission for UNICA to use the e-mail contact data (e-mail address) to send messages about the current event and the following event. You must comply with the data protection provisions of the GDPR.

Entrance to the film screenings must be free of charge.

When registering/ordering Congress tickets, it is strongly recommended that you note which preferred UNICA language the participants speak and which language they understand. This facilitates the work of the organisation.

Congress Card (ticket)

Congress Cards must be sold no later than the beginning of the year in which the UNICA Congress takes place.

The organiser can determine the costs of the Congress card.

Experience has shown that the upper limit is approximately EUR 200.

It is strongly recommended that the price should not be based on previous years, but on what is offered.

In addition to the organiser's account, other payment options (cash on arrival) should be offered to avoid high fees. Ideally a bank account with IBAN number since free of charge if kept as an Euro account (€).

From a specified date (usually from May / June) a surcharge may be levied on the costs of the Congress card and events.

It is strongly recommended to send an email or letter to the payee upon receipt of payment. . This should acknowledge receipt, and tell them, that their Congress Card will be waiting for collection, when they arrive.

It is strongly recommended to send an e-mail or letter to the payee upon receipt of payment, confirming receipt and informing him that the congress card is waiting to be collected on arrival.

Usually, the Congress card is provided free of charge by the organiser for the members of the UNICA committee.

The costs of the Congress cards of the jury members, the jury coordinator and the translators as well as the costs for their accommodation and meals will be borne by the organiser.

UNICA receives 2.5% of the total income from Congress tickets and tickets for individual events.

7. Rooms

Rooms in general

The highest standards of health and safety must be maintained in all rooms, especially in the cinema

It is desirable that Wi-Fi is available in the hall.

For the entire Congress area, the organiser must take out a suitable liability insurance policy in the event of accidents.

Congress hall / Cinema

A hall for 300 - 400 persons is required, which is suitable for film/video presentations.

It must be 100% darkened.

Emergency / safety lighting must be available

Raked seating or a sufficient height of the screen is required to read subtitles. For flat rooms, the lower edge of the screen must be at least 2m above ground level.

In addition to film projection, the stage must also be suitable for opening and closing events (speeches, award ceremonies).

Seats must be comfortable enough for an audience that has to spend up to 8 hours a day in them.

An adequate sound system and a table for prizes at the award ceremonies are required.

The minimum requirements for film projection are:

- a screen at least 4 metres wide
- Video player for PAL in agreement with the UNICA committee.
- Video projector with sufficient light intensity
- A sound amplifier system suitable for the hall.
- Preferably, and strongly recommended, is that a backup set is available.
- Space and equipment for simultaneous translation must be available.

Room for the General Assembly

- If there is no special room for it, the UNICA General Assembly can also take place in this room. (Further regulations see below)
- Room with space for up to 90 people and with translation facilities in 3 languages (De / En / Fr) is required.
- Tables with microphones and name cards shall be provided for the Committee.
- The room may be equipped with tables or concert seating.
- Places for delegates with identification signs of the participating countries are required.
- At least 2 wireless microphones with assistants are required for the delegates' speeches.

Room for the UNICA Committee

A room for the UNICA committee with tables and about 20 seats.

In the room, power connections for laptops, as well as a printer (preferably a laser printer) and paper for the production of notes for the jury, for preparation of the list of winners for certificates and other printed matter.

Since the UNICA Committee meets during the Congress often and at various times the room must be available at all times. It must not be the same room as the jury room.

Drinks (water / soft drinks / coffee / tea) and biscuits etc. should be provided so far as possible.

Jury Room

A room for the jury with seats for 10 persons is required.

The room must be close to the cinema

Sockets for the operation of laptops and extension cables must be must be available.

Drinks (water / soft drinks / coffee / tea) and biscuits or snacks etc. should be provided wherever possible.

Rooms for Workshops

One or more rooms have to be planned (if several workshops are planned) for 15 persons each with chairs and tables.

For the Young UNICA Workshop, a room with equipment for cutting of films and a monitor.

Coordination with the participants of the Young UNICA Workshop should take place in good time as to who brings their own devices and equipment.

Room for the meeting of the „Friends of UNICA “

For the meeting of the "Friends of UNICA" a room will be reserved for about 2 hours, which requires a loudspeaker system and the possibility of video projection.

The possibility of serving lunch or dinner should be available.

This room should be located on the Congress site or in the immediate vicinity of the Congress.

Festival-Office

An office for the local organisers with telephone, computer, printing and copying equipment and an Internet connection is required.

The Festival Office must be permanently staffed with people who understand the three languages of UNICA during the screenings or events in the Congress area. It is also the information centre for all UNICA participants who have questions or need help.

The preparation of a list of doctors, banks, tourist offices, hospitals, etc. as well as a telephone list of the most important members of the OK and UNICA committee is required.

Programme changes at short notice (e. g. due to technical problems) must be discussed with the UNICA committee and announced as a written notice and via microphone.

5 minutes before the start of the performances (also during the breaks) it is to be indicated acoustically that the performances are about to start.

It is imperative that the performance times, indicated in the programme booklet or otherwise, be adhered to. In particular, it is important to start punctually.

For events outside the Congress grounds, participants arriving at a later date must be provided with the location of the event and a contact telephone number in all three UNICA languages.

Signs at the usual reception office and cinema should repeat this information.

Quiet Room

It is strongly recommended to have a room in a central location with a lounge as a bed. A rest room for weakened or injured people.

Further rooms

As required and in coordination with the UNICA Committee

8. Hotels

A suitable selection of hotels should be located near the event.

When selecting hotels, it should be noted that some visitors are interested in 4 or 5-star accommodation, while others prefer cheaper options.

Youth hostels, bed & breakfast and even campsites should also be offered as accommodation.

If the Congress centre is not located in the immediate vicinity of hotels or accommodation facilities, notes on public transport need to be displayed (information stand) or a shuttle bus service for participants must be set up.

When selecting hotels, it is also necessary to offer rooms with barrier-free access for the elderly and people with disabilities.

For participants of Young UNICA it is necessary to offer affordable accommodation with breakfast near the event. These can be private rooms or a youth hostel.

For a maximum of one young author per country who takes part in the competition with his or her film, the organiser will cover the costs of accommodation.

9. Film Submission

The National Organisations send their films by post or electronically directly to the organiser of the UNICA Congress.

The films must be received by the organiser at least 14 days before the start of the Congress. Receipt must be confirmed by the organiser.

10. Documentation and Film Programme

It is necessary to produce a printed festival programme brochure and hand it out at the start of the week, to each Congress participant as part of the Congress card. Additional documentation can be provided for a fee.

The brochure must contain the following information:

- Projection programmes, including film titles, if possible images from the films and of the authors and, where applicable, summaries.
- The programme of the Congress with details of excursions and festivities
- An introduction to the jury with short biographies of the jurors
- Greetings from local dignitaries and the UNICA President
- The documentation must be available in at least the three official languages of UNICA (DE, EN, FR) and in the national language.
- The film titles in the documentation must be in the three official languages of UNICA (DE, EN, FR), in the original language of the author and, as far as possible, also in the language of the host.

11. Film Projection

The film projection takes place in the order of countries decided in the previous year.

The possibilities for scheduling the national programmes are shown in the appendix. (**Appendix 2 Standard Project Scheduling**)

Within each national programme, the National Organisation determines the order of presentation.

Changes of any kind are not accepted – except in a technical emergency at the event.

The films must be announced in the three UNICA languages and with their original titles on the screen.

Films of the "Young UNICA" and "Film School" categories shall be announced as such in the programme booklet and in announcements before the screening (spoken and on the screen).

Contributions that have not already been marked as "Young UNICA" or "Film School" on the registration form cannot be presented as such. These films can only be shown in the normal national programme.

Films that are not suitable for young people must be marked by the National Association on the registration form. In the programme booklet and before the performance, the audience is to be made aware of this in the 3 UNICA languages.

Aim to present in the foyer, the picture and sound from the films being shown so that participants arriving late can watch the film there without disturbing the screening.

It is helpful to show a countdown on the screen for the two-minute break between each film.

At the end of the breaks, a gong or a signature melody should be played before the start of a film, clearly audible in the hall and in the foyer, which announces the next screening (end of the break).

Since film sound levels vary considerably and the number of people in the cinema varies, make sure that the technicians always check the volume in the cinema and are ready to make corrections.

12. Jury, internal and public Discussions

The selection of the jury members will be communicated to the organiser by the UNICA committee.

Each juror will use one of the three UNICA languages (French, English, German).

The organiser is obliged to ensure the translation of the discussion into French, English and German and into the national language by means of a simultaneous translation installation. If this is not possible, this must be reported to and discussed with the UNICA Committee at least one year in advance.

The jury consists of 5 people and is supported by a coordinator.

On each day that films are shown, it conducts a public film review after each of three national blocks. After the last jury discussion of the day, the jury has a private internal session.

This internal meeting can sometimes take a long time and may not be finished until early in the morning. If the jury members' overnight stay is not in the immediate vicinity of the jury room, the organiser will provide transport for the return of the jury members.

In the internal meetings, special prizes and a selection of films will be determined for voting.

The vote will take place in a public session on the last morning of the event.

The votes are recorded.

UNICA provides the e-voting system free of charge.

Special prizes (e.g. from sponsors) must be agreed in advance with the UNICA committee.

When registering jury members, the organiser should ask the jury members when and where they arrive and leave. The organiser should arrange the transport of the jury members and the coordinator from and to the airport, port, bus station or train station to their hotel.

The members of the jury, the coordinator and the translators should be supplied with drinks and biscuits / snacks by the organiser during the film projection and during the breaks.

Accommodation for jury members, coordinators and translators should normally be in the nearest hotel to the cinema. The organiser bears the costs of their accommodation and breakfast. Partners bear the costs for their accommodation and meals themselves.

13. General Assembly

Simultaneous translation of the General Assembly into 3 languages and into the national language is required and must be agreed with the Committee well in advance of the Congress.

The OK shall make a sound or video recording for the Secretary General of the whole General Assembly.

Microphones on the UNICA Committee table and a sufficient number of microphones for delegates shall be provided.

The UNICA Committee is responsible for planning and implementing the procedures.

Delegates are greeted by the President of the OK, who gives the floor to the UNICA President.

14. Prize-Giving, Prizes

The list of award winners will be drawn up by members of the UNICA Committee following the jury's final decision and will be published after the award ceremony for UNICA visitors.

The organiser provides the following prizes

- for the most interesting national programme,
- Award for Best Young UNICA Film
- 1st, 2nd and two 3rd prizes for the WMMC

Each author receives a diploma.

The diplomas are made available to the organiser free of charge by the UNICA committee. They must be signed by the jury president and UNICA president.

Presentations of the prizes should, if possible, include the number and title on the screen of every award-winning movie.

The organiser is free to hand over a souvenir gift to each participant in the competition.

The medals, pre-printed diplomas and voting system will be made available to the organiser free of charge by UNICA.

15. Closing Ceremony

The closing ceremony consists of the award ceremony and the presentation of the UNICA flag to the organiser of the next Congress.

This act of handing over flags should take place immediately after the award ceremony.

The timing of the award ceremony must be agreed with the UNICA Committee, taking into account the arrangements for the final evening (Gala). There must be sufficient time and opportunity to prepare for the evening.

At the closing event or gala, the Secretary General will draw lots to decide on the order of the national programmes next year.

It is strongly recommended not to combine the closing ceremony with other occasions (e. g. anniversaries of the national association), as the event is too long and complex.

16. Information

General information

Participants expect detailed information on how to reach the host city, especially from the major airports. Some visitors will prefer international bus or rail services.

Identify all local car parks and parking restrictions.

It is always very popular when transportation from the airport / train station / bus station to the hotels is offered. This can be offered as an optional extra, for which visitors pay an additional fee.

If the venue and hotels are not close to the city centre, clear explanations and information on how to get there should be provided.

It makes sense (and is easier) to have a team at each of the main hotels and at a central point (main venue for the screenings) to register guests and issue Congress cards.

When registering at a single, central location, separate tables should be set up for each UNICA language (and the language of the country) with head-high notices so that they can be seen.

For the main registration period, these desks should be placed at some distance from each other to avoid overcrowding.

For general enquiries and problems of the participants, the reception desk must be staffed with people who can answer questions from participants in the 3 UNICA languages and the national language.

Volunteers should wear easily recognisable clothing or accessories, so that they are clearly visible.

It is usual to issue name cards for each visitor showing their name and the events booked. The font should be large enough to ensure that the text is easy to read. Ideally, this information should be repeated on both sides. The cards should be easy to carry with a strap around the neck.

It is desirable to design the cards in different colours for the organisation team, the UNICA committee, authors and normal visitors.

Plastic bags (open at the top) with a lanyard (tape) in a size that can also be used to store and carry identification cards, money and other notes have proven to be useful for holding these name cards.

It is customary to hand out a bag for each visitor with the registration and booking of the Congress card. If possible, bags with a name tag have proven to be useful for returning lost bags to their owners.

When registering, inform participants that wheelchairs can be provided for a small fee.

Ask the participants at registration if special dietary meals are necessary.

Many announcements can be presented in writing on the screen. It is advisable to prepare standard announcements during the preparation phase.

Announcements must appear in all three UNICA languages and the local language. Often it is easier to read an unfamiliar language than to hear it through a speaker system. It can be difficult to hear when other participants are in conversation with each other.

A noticeboard should be set up in a clearly visible place with information for the participants.

Information during the Congress

No announcements shall be made during a national film block, except in an emergency.

In principle, announcements and information must be made via microphone and/or projection on the screen in the three UNICA languages.

In particular, changes to the programme must be announced in good time. Daily written information about changes and excursions is highly recommended.

Changes within the framework of a national programme are only permitted in emergencies and require the approval of the UNICA Committee.

At the beginning of the Congress, a list of participants should be drawn up for each Congress with participant (name and first name), sorted by country. This list is to be completed at the end of the Congress.

Near the entrance to the cinema, 1-2 tables should be available so that the National Organisations can provide written information about their programmes.

Each National Organisation should hand over 6 programme leaflets to the jury and two programme leaflets to the member of the committee responsible for the archives.

Events and Excursions

During the Congress it is sufficient to arrange accommodation for 200-300 persons. Adequate provision should be made for participants (food, drinks, snacks and sanitary facilities.)

This is particularly important, as there is usually very strong demand during the 30-minute breaks.

Excursions

For excursions by bus it has proven to be very useful to divide the buses into language groups. Participants should optionally register on lists 2-3 days in advance for the bus using their desired language.

Normally there are two buses for English, two for German and one for French speaking participants.

Each group must be accompanied by a guide who can speak the appropriate language

The guides in the buses should provide simple, clear information about what participants should pay attention to, inform them about interesting tourist spots and meeting points.

At stops they should point out toilets and give clear instructions about meals. Also give information about the length of breaks and about the place and time when the journey will continue.

Longer journeys must be divided into individual sections. Most of the participants need frequent toilet breaks or regular snacks.

17. Annexes

Annexe 1 Schedule for a UNICA Congress (Planning to Opening)

Annexe 2 Film Projection Schedule

Annexe 3 Content of the UNICA Congress

Annexe 4 Checklist Jury 20ZZ

Annexe 5 Congress Rooms and Finances

Annexe 6 Helpful tips and hints

Annexe 7 Checklist