

National Student Television Association Conference and Awards 2017

Submission Deliverables Guide



National Student Television Association Awards 2017

The Association is the home of student television in Britain. Every year since 1972 the Awards have celebrated and recognised some of the best student content. Great storytelling, craftsmanship and production management have always been key to creating the best in student programming, but it's the exponential innovation in technology that has helped make creating television more accessible than ever in the National Student Television Association Awards for the past 44 years.

This submission deliverables guide

This guide, also known as 'the blue book', is created to be a single reference for all stations or affiliates when submitting their content to the Awards. For the purposes of this guide, the term station represents all of the association's affiliates irrespective of their registered name. The technical details allow all stations to submit their content at a good standard, that is accessible to all, and provides consistency throughout the judging process. Failure to meet the requirements set out in this guide may result in disqualification through non-compliance.

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Welcome from our Host Officer

I hope you're all as excited as I am for the National Student Television Association Awards and Conference 2017! Our Guild TV members have been working hard to create the best event yet. We are looking forward to seeing all the great content you've made this year and celebrating your achievements.

In this guide, we have laid out how to submit your awards category entries, but if you have any further questions, please don't hesitate to get in touch with me or my team. Lastly, I just wanted to wish you all enormous luck and I'll see you in March!

A handwritten signature in black ink, appearing to read 'Maddy Tysoe', written in a cursive style.

Maddy Tysoe
Host Officer 2017

Key Dates

11th February 2017 Submissions Open (0900 GMT)

The submissions portal will open and can be accessed from **submissions.nasta.tv**

24th February 2017 Submissions Closes (1700 GMT)

The submissions portal will close: no further additions or amendments can be made unless pre-agreed with the submissions team and host officer. Each category has a different closing date which is shown in deadlines.

1st March 2017 Compliance Completes (1700 GMT)

All submissions will be checked against the specification as set out in this booklet. In the event of a submission failing to meet the set standards, the association will use an appropriate sanction. The station will be informed of the rule break and will be informed of the appeal process.

6th March 2017 Appeal Closure (1700 GMT)

Any station may trigger the appeal process if the submission has been disqualified due to non-compliance. The station will have until the closure date to trigger an appeal.

10th March 2017 Appeal Completion (1700, GMT)

All appeals will be resolved prior to the completion date, which concludes the Awards appeal process.

1st April 2017 Awards Ceremony

Summary

Video content is required for all submissions except for the Technical award and the Tim Marshall Award for Special Recognition. A few categories also require written sections a part of the submission.

The programme length submitted for each award must not exceed 10 minutes, unless stated otherwise. It should be noted that the programme duration does not include the line-up, ident and clock prior to the programme, nor does it include the black, living hold and black placed after the programme as it is a submission requirement.

Any category that requires more than a video submission, or requires the submission less than the 10 minute standard requirement, is clearly noted with asterisks and highlighted in blue.

A clear set of instructions for delivery is available later in the technical specification section. Written accompaniments will be accepted in .pdf or plain text format and must not exceed 500 words.

Category changes

It must be noted that the category changes from the awards in 2016 are as follows:

- The Edit to Music category has been removed and replaced with the Post Production category.
- The Mars Elkins-El Brogy Award for Multi-Platform Content has been introduced.

Details on these categories are outlined later in the submissions section of this document.

Awards Categories

Animation A single animation programme (or a shortened edit from an episode or series), or an original piece of animation of any type, which has been produced by the station.

Best Broadcaster A showreel demonstrating the range, quality and skills of the station and its programming, to be accompanied by a written report, with details of the operation of the station and contributions made which may not necessarily appear on screen.
A report is required

Written accompaniments will be accepted in .pdf or plain text format and must not exceed 500 words.

Cinematography An opportunity for filmmakers to showcase their best work, demonstrating a knowledge of appropriate lighting, camera moves and other associated techniques of the craft, and how well these things are implemented in film or television.

Comedy A single comedy programme/sketch (or a shortened edit from an episode or series).

Documentary A self-contained programme (or a shortened edit from an episode or series) with the aim to inform viewers about a specific subject.

Drama An original, scripted dramatic production, which is either self-contained, an episode, or a shortened edit from an episode or series.

Factual A single programme (or a shortened edit from an episode or series) featuring factual material, presented in any format.

Freshers' Coverage This category recognises the quality and diversity of a station's covering of their campus' Freshers' week(s) activities.

***Ident** A single, complete video representing or establishing your station's identity. This entry must be a complete video not a cut down video or an edited highlights reel.
30 second submission only

The submission must not exceed 30 seconds.

Light Entertainment A single feature, programme (or a shortened edit from an episode or series) intended as light entertainment.

***Live Broadcast** A programme (or a shortened edit from an episode or series) that has been broadcast live or shot as-live by your station. Entries for this category must not have had any audio or video processing applied after transmission.
Footage entered for this category is not exclusive and can be entered for any other category

***The Mars Elkins-El Brogy Award for Multi-platform content** A showreel demonstrating effective, innovative and strong use of multimedia content to be accompanied by a written report, with details of the operation of the station and contributions made which may not necessarily appear on screen.
A report is required

Written accompaniments will be accepted in .pdf or plain text format and must not exceed 500 words.

An online interview is required for those shortlisted
There will be an online interview for selected stations.

Music Programming A feature, single programme (or a shortened edit from an episode or series) that's central focus is live or recorded music, and/or airs views on music. Please note this is not a video piece set or edited to music.

News and Current Affairs A single programme (or a shortened edit from an episode or series) reporting or commenting on news or current affairs.

***On-Screen Female** A showreel to show the skills, styles and techniques of a particular female presenter or actor.
5 minute submission only

***On-Screen Male** A showreel to show the skills, styles and techniques of a particular male presenter or actor.
5 minute submission only

Open A feature, single programme (or a shortened edit from an episode or series) of any type, which has been produced by your station.

Post Production A showreel or video demonstrating excellent post production and editing skills

Sport Coverage of a sporting event or a single programme (or a shortened edit from an episode or series) which features live or recorded sport, and/or comments on sport or sports facilities.

***Station Marketing** A video submission demonstrating the achievements of your station's marketing across your campus and online, incorporating special events, advertising and on-air branding. The submission must be accompanied by a written document detailing marketing strategies, tools, and techniques used by your station.
A report is required

Written accompaniments will be accepted in .pdf or plain text format and must not exceed 500 words.

***Technical Achievement** A report which gives an account of any technical achievement(s) and/or developed to support your station's output.
A report is required

This category does not have a video submission
No video submission is required. Written accompaniments will be accepted in .pdf or plain text format and must not exceed 500 words.

<p>*Tim Marshall award for Special Recognition A report is required</p>	<p>This category looks for a station worthy of special recognition for outstanding achievement, especially with respect to the station's commitment to overcoming challenging circumstances and achievement through innovation in the past year.</p>
<p>This category does not have a video submission</p>	<p>No video submission is required. Written accompaniments will be accepted in .pdf or plain text format and must not exceed 750 words.</p>
<p>An online interview is required for those shortlisted</p>	<p>There will be an online interview for selected stations.</p>
<p>*Title Sequence 90 second submission only</p>	<p>The introductory sequence to one of your station's programmes. The very beginning of an exemplar programme may be included. This entry must be a complete video not a cut down video or an edited highlights reel. The submission must not exceed 90 seconds.</p>
<p>*Writing</p>	<p>A script in any genre or format, for any kind of show produced by the station. This can include, but is not limited to, fictional teleplays, factual links and features, documentary scripts, live scripts, news piece, etc.</p>
<p>A script is required</p>	<p>The category requires a script of 30 pages maximum. Writing may be from a single programme or shortened from an episode or series.</p>
<p>A reference video of maximum 5 minutes must be submitted</p>	<p>A 5 minute video (maximum). This is for reference, rather than being judged for its own qualities. It should demonstrate how the submitted script has been visualised on screen.</p>

Submission Deadlines

All submissions that fail to meet these submission deadlines will not be judged unless previously approved by the host team due to technical issues. Allow sufficient time for your file to upload to reduce the risk of submitting entries late.

20th February 2017 (1700, GMT)	Animation Cinematography Comedy Fresher's Coverage
21st February 2017 (1700, GMT)	Documentary Drama Factual Ident Title Sequence
22nd February 2017 (1700, GMT)	Light Entertainment Live Broadcast Mars Elkins-El Brogy Award for Multi-Platform Content Music Programming News and Current Affairs
23rd February 2017 (1700, GMT)	On Screen Female On Screen Male Open Post-Production Sport
24th February 2017 (1700, GMT)	Best Broadcaster Station Marketing Technical Achievement Tim Marshall Award for Special Recognition Writing

Technical Specifications For Submissions Delivery

Summary

All categories requiring a video submission must conform to one of three technical standards of the station's choosing. This is a mandatory requirement set by the association and any submission that does not conform to the standard set in this book may be disqualified as a result of non-compliance.

Choosing a standard

The station has the option to use any one of the three standards for each submission, should they so wish.

16:9 requirement

All video entries are required to be in a 16:9 (widescreen) format, regardless of the original source's aspect ratio. If your source footage is in an old aspect ratio (4:3, 14:9) please use the N-SD export standard otherwise if your edit / render is in a different aspect for stylistic reasons (4:3, 14:9, 2.35:1) then please use either N-FHD or N-HD and export to 16:9 with appropriate boxing (Letter box or Pillar box).

Standard Definition Submissions

Where necessary or appropriate, the station may choose to submit standard definition submission. If this applies to a submission, please ensure that a square pixel aspect is played out. If the submission uses a PAL D1/DV Widescreen aspect of 1.4587, it is in breach of the standard set by the association, therefore may be disqualified due to the submission being non-compliant.

Templates

A template of the 'lineup, ident/clock' has been made for all stations to use and is available from **submissions.nasta.tv**. This includes both the playout preset and the 'lineup, ident and clock'.

Further Assistance

The submissions team will be able to assist on all technical enquiries when submission is open. Please find the contacts page in this book for full details.

Technical Specifications

For Submissions Delivery

File Naming Convention

Files for delivery to must comply with correct naming convention:
Station_CategoryName_SubmissionTitle

For Example:

- BBC_Drama_Sherlock
- Channel4_Documentary_TheMurderDetectives

The category name must be used, not the title of the submission. For any station titles that have punctuation or spaces, please omit them. For those who have diacritics or symbols please ensure it is either omitted or it conforms to the ISO basic Latin alphabet, so the name is clearly identifiable. Numbers are allowed in the file names.

For Example:

- EÍ should be E
- RTÉ should be RTE

Submission Content Layout

- The submission follows a clear layout:-
 - 10 second template clock with 3 seconds of black included.
 - Submission in its entirety (time limit set, e.g. ten minutes).
 - Minimum 5 seconds black to end of file.

	In	Out
Ident/Clock	Prog.	Black
10'	Prog. Duration (30', 90', 5' and 10')	5'

Duration	Picture	Sound	Notes
7' 05 frames	Clock	Silence	These 3 sections are premade into a single video template known as the ident/clock. More details below.
02 frames	2 frames peak white	1 frame tone on first white frame	
2' 18 frames	Black	Silence	
Defined by Category	Programme	Programme	-
5'	Black	Fade/cut to silence by end of prog	-

Video Specification	N-FHD	N-HD	N-SD	
	Resolution	1920 x 1080	1280 x 720	1024 x 576
	Frame-rate	25 FPS	25 FPS	25 FPS
	Field Order	Progressive	Progressive	Progressive
	Aspect	Square Pixels (1.0)	Square Pixels (1.0)	Square Pixel (1.0)
	TV Standard	PAL	PAL	PAL
	Codec	H.264	H.264	H.264
	Container	MP4	MP4	MP4
	Encoder Profile	High	High	High
	Encoder Level	4.1	4.1	4.1
	Bitrate Encoding	VBR, 2 Pass	VBR, 2 Pass	VBR, 2 Pass
	Key frame Interval	25	25	25
	Target Bitrate	10 Mbps	5 Mbps	3 Mbps
	Max Bitrate	15 Mbps	10 Mbps	5 Mbps

Audio Specification	N-FHD	N-HD	N-SD	
	Audio Codec	AAC-LC	AAC-LC	AAC-LC
	Sample Rate	48 kHz or 44.1 kHz	48 kHz or 44.1 kHz	48 kHz or 44.1 kHz
	Channels	Stereo	Stereo	Stereo
	Bitrate (Target)	192 kbps	192 kbps	192 kbps

Upload and Submissions Guideline

Submissions will take place via the website
submissions.nasta.tv

All entries must be submitted before the category deadline; however, stations can submit entries at any time after submissions open. Stations are advised to upload submissions as early as possible in the submissions period.

If you are experiencing any technical difficulties, please notify the submissions team as soon as possible. When contacting the submissions team, please provide as much evidence and information as possible to aid in resolving the technical issue.

Submission Compliance

Terms and Conditions

General

- 1.0. Stations affiliated to National Student Television Association may enter each category only once. Stations may choose not to enter any categories of their choosing.
- 2.0. Stations may repeat clips, but each entry must contain 90% unique footage that cannot then be repeated in any other category. However, this excludes:
 - 2.1. Title Sequence entry, which may be taken from a programme that is then submitted for another category.
 - 2.2. A Best Writing entry, which may be taken from a programme that is then submitted for another category.
 - 2.3. Entries for Best On-Screen Male or Female, Best Broadcaster, Best Cinematography, and Station Marketing, which may make use of clips from entries in other categories.
 - 2.4. A Best Live entry, which may contain content from a programme that is then submitted for another category. These entries should be fundamentally different and not the same edit submitted twice for two categories, however they may share the same content.
- 3.0. All entries must be original works produced for your student television station, by members of your student television station.
- 4.0. Stations may submit entries as a joint submission with any number of National Student Television Association affiliated stations. The stations must agree which category to enter, and must then independently submit identical submissions, with both stations clearly stating that they wish the entry to be considered as a joint submission.

5.0. No entries may have been written or produced as a part of any piece of assessed coursework.

6.0. The time and word limits for each category are the absolute maximums (excluding title slides and cover pages). If your entry exceeds the given time or word limit, the entry will be cut (working back from the end of the video or document) to fit the allowed limit, and no appeal will be permitted. Cut material will not be judged. Stations may submit an entry of less than the specified time or length.

7.0. All entries submitted must be accompanied by any additional entry information requested by the Host Station. Examples include, but are not limited to: metadata, video titles, entry descriptions, and other items of information pertaining to the entry.

8.0. All entries must have been comprised from content produced (i.e. finalised and completed for viewing) since last year's awards submissions deadline.

In this regard, 'completed for viewing' will be deemed to mean 'has been broadcast', either as a live programme, or as a piece of content delivered either through Video on Demand services or prerecorded content being broadcast live. The intention behind this is that all entries should be comprised from content delivered to viewers via any medium within the last year.

The use of archive content will be permitted where that content does not comprise more than 10% of the programme, or where the Host Station or Executive Committee rules that the submitted awards entry would not work without the use of that archive content. In regard to any decisions made regarding 'fair use' of archive content, then the National Executive Committee's decision will be final.

The use of content that your station is not entitled to, including, but not limited to, video footage from other stations or broadcasters, is strictly forbidden.

It is expected that stations should not submit the same entry to more than one year's awards. This will be assessed on a case by case basis by the Host Station or National Executive Committee, and the judge may be informed, or depending on severity, the entry may be disqualified.

9.0. Submissions must conform to the upload and submissions process detailed in the submissions

procedure document released by the Host Station. Stations who cannot meet these specifications must contact the Host Station and agree an alternative method of submission.

- 10.0.** Entries must be submitted by the deadline set by the Host Station. Late submissions will strictly not be accepted unless the following criteria are met:

Your station contacted the host station immediately, and with plenty of notice, upon realising there was an issue with your ability to meet the submissions deadline.

The fault was through no fault of your own – such as power cuts to the building. Not leaving enough time for videos to encode or upload on time will strictly not be considered as a valid reason for extenuating circumstances. It is your responsibility to make sure that ample time is left for your videos to encode into the correct format and be uploaded on time.

The Host Station and National Executive Committee shall have the final decision regarding any decisions made about late entries.

- 11.0.** All entries submitted which do not follow these rules risk not being entered into the awards.

The Host Station may set sanctions for any and all breaks to these rules at their discretion. The National Executive Committee will then decide whether or not to uphold these proposed sanctions or to amend the sanction proposed.

- 12.0.** Entries must not breach National Student Television Association's equal opportunities policy.

National Student Television Association is mandated to ensure no member of the association shall ever harass or discriminate against, or be subject to harassment or discrimination, on the grounds of their age, beliefs, physical status, race, sex, sexual orientation or any other characteristic, physical, mental or otherwise.

The Host Station retains the right not to display any content on their website that breaches their students' union or university's policy. The Host Station may add a disclaimer before any entry if it feels it is necessary in the interests of their duty of care to potential viewers and the interest of the high standards of professionalism National Student Television Association aims to promote.

- 13.0.** Upon completion of the submissions deadlines, the Host Station should review and assess the entries submitted for the year for rulebreaks.
- 14.0.** The Host Station will have their own entries assessed by the Returning Officer or Deputy Returning Officer to avoid any conflict of interest.
- 15.0.** If a rule break is suspected, the Host Station (or Returning Officer), will recommend a list of rulebreaks and proposed sanctions to the National Executive Committee at the conclusion of the review process.
- 16.0.** The National Executive Committee will then meet and review the sanctions within five working days of the list being offered to them, and decide which sanctions stand and which are amended or overturned. The Returning Officer shall chair this meeting.
- 17.0.** The Host Station retains the right to transcode any entry not submitted in accordance with the National Student Television Association Awards technical specifications into one of the approved formats.
- 17.1.** Any station whose entry is being transcoded should be notified of this.

Failing to meet standards

Terms and Conditions (Cont.)

Sanctions

- 18.0.** The Host Station should, where sanctions are considered, use one of the following sanctions:
- 18.1.** Informing the category judge of the terms of the rule break.
 - 18.2.** Replacing sections of an entry that breach the rules with black frames, and for where the audio is in breach of the rules, silence. Alternatively, Host Stations may recommend replacing sections of an entry that breach the rules with SMPTE 100% Colour Bars and where the audio breaches the rules, 1 kHz tone.
 - 18.3.** Disqualification of the entry.
 - 18.4.** Any other suitable sanction that the Host Station or Executive imposes. This is intended only to be used where it can be demonstrated that the other available sanctions are unsuitable.

Failing to meet standards

Terms and Conditions (Cont.)

Appeals

- 19.0.** Any station whose entry faces sanctions shall be permitted to appeal this decision within five working days of their being notified of any sanctions to the Returning Officer, who will invite the station to present their case to the National Executive Committee.
- 19.1.** Stations cannot appeal against a decision to cut down an entry if they have exceeded the duration limit. They will be notified of the decision to cut the entry down.
- 19.2.** Any station who does not contact the executive to appeal, or whose appeal is overruled, shall face the sanctions proposed.
- 19.3.** Any station whose appeal is successful shall have the right to have the sanctions removed from their entry.
- 20.0.** No category shall be sent to the relevant judge until the conclusion of the appeals process for that category. For example, if there is a sanction facing an entry in Best On-Screen Male, all other categories can be sent to the appropriate judges, but Best On-Screen Male cannot.

Failing to meet standards

Appeal Procedure

After submission closes, all entries will undergo compliance, also known as the rule break procedure. If a rule break is suspected, the affected station will be notified.

There will then be a period where affected station can appeal the decision. This appeal must be made before the appeal closure date. Appeals will then be inspected and a final decision will be made before the appeal completion date.

Please provide as much evidence and information as possible to help with the appeal process.

To reduce the risk of this happening, please refer to the submission compliance terms and conditions in this document before submitting any entries.

Contacts

Host Officer

For all non-technical enquiries, please contact the host officer.

Maddy Tysoe
Host Officer

host@nasta.tv

Submissions Team

For all technical enquiries, please contact the submissions team.

submissions@nasta.tv

If you're experiencing an issue uploading your submission and it's within 60 minutes of the deadline, please email both the submissions team and host officer.

If you've experienced an issue that has not be identified with the submissions team, it may hinder the appeal process should a submission becomes disqualified.



This book was designed for digital distribution and should not be printed for physical circulation. It is part of the Association's continuous contribution in making the association, its members, affiliates and events environmentally sustainable.

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