



# **National Student Television Awards – Submission Pack**

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## Dates & Deadlines

Submissions Open – **14th February**

Submission Skype chat – **1st March at 6pm** (add @NaSTAUK) –

- A Skype chat to discuss any issues or questions about the submission procedure and to offer support in the uploading process.

Submissions Close – **14th March at 2pm** for

- Animation
- Comedy
- Documentary
- Drama
- Factual
- Light Entertainment
- Live
- Music
- News
- Open
- Sport

Submissions Close – **14th March at 6pm** for

- Best Broadcaster,
- Best on Screen Female
- Best on Screen Male,
- Freshers Coverage
- Ident
- People's Choice (NEW!) (sponsored by donations from alumni and friends of the University of Nottingham, through the Cascade Grants Programme)
- Station Marketing
- Tim Marshall Special Recognition Award
- Technical (sponsored by Pebble Beach Systems)
- Title Sequence
- Video to music



### *People's Choice Voting*

- For full information see the Categories and Awards section
- *On **26th March** stations can begin to submit email votes*
- *On **6th April** email votes will close and anyone can vote from the selected entries via SMS until **20th April at 12pm.***



## Categories & Awards

**Best Broadcaster** (10 min video + 500 words max) A showreel produced to demonstrate the range, quality and skills of the station and its programming. To be accompanied by a written document of up to 500 words which detail the operation of your station and contributions made which do not necessarily appear on screen.

**Animation** (10 mins) A single animation programme, (or shortened edit from episode/series), or an original piece of animation of any type, which has been produced by your station.

**Comedy** (10 min video) A single comedy programme or sketch (or shortened edit from episode/series).

**Documentary** (10 min video) A self-contained programme (or shortened edit from episode/series) aiming to educate and/or inform viewers about a specific subject.

**Drama** (10 min video) An original, scripted dramatic production, either self-contained, an episode or shortened edit from episode/series.

**Factual** (10 min video) A single programme (or shortened edit from episode/series) featuring factual material presented in any format.

**Freshers' Coverage** (10 min video + 200 words max) An award to recognise the quality and diversity of a station's coverage of their campus' Freshers' week(s) activities. This entry can be a compilation of your fresher's coverage this year, in a showreel type format. To be accompanied by a written document of up to 200 words that details your approach and innovation in creating coverage relevant to your freshers audience.

**Ident** (30 second video) A single complete video representing/establishing your station's identity.

**Light Entertainment** (10 min video) A single feature, programme (or shortened edit from an episode/series) intended as light entertainment.

**Live** (10 min video) A programme (or shortened edit from an episode/series) that has been broadcast live by your station.

**Music (10 min video)** A feature, single programme (or shortened edit from an episode/series), that as its central focus, features live or recorded music, and/or airs views on music.

**News & Current Affairs (10 min video)** A single programme (or shortened edit from an episode/series) reporting or commenting upon news or current affairs.

**Open (10 min video)** A feature, single programme (or shortened edit/series) of any type, which has been produced by your station.

**Sport (10 min video)** Coverage of a sporting event or a single programme (or shortened edit from episode/series) which features live/recorded sport and/or comments upon sport/sports facilities.

**Station Marketing (5 min video + 500 words max)** A short video submission demonstrating the achievements of your station's marketing across your campus and online, incorporating special events, advertising and on-air branding. To be accompanied by a written document of up to 500 words detailing marketing strategies, tools and techniques used by your station.

**Technical sponsored by Pebble Beach System (<http://www.pebble.tv/>) (500 words max)** A report of no more than 500 words which gives an account of any technical achievement(s) and/or technologies developed to support your station's output. Entries will be accepted in .pdf or plain text format. Reasonable use of diagrams and photograph may be incorporated into .pdf format entries, but entries will be judged on the content, not visual quality, of their submission.

**Title Sequence (1min 30 second video)** The introductory sequence to one of your station's programmes. This must be a complete piece. The very beginning of an exemplar programme may be included.

**Video to Music (5 min video)** A single original and complete piece of video footage edited to music.

**Best On-Screen Male (5 min video)** A showreel to show the skills, styles and techniques of a particular male presenter/actor.



**Best On-Screen Female (5 min video)** A showreel to show the skills, styles and techniques of a particular female presenter/actress.

**The Tim Marshall Award For Special Recognition** - (750 words max + Skype Interview for selected stations) An award to 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

**Stations must complete and submit a Word document-based entry form, which has been sent to your Station Manager. The top six stations will be selected by judges to take part in a Skype based discussion about their entry. From these stations, the judges will select a winner and a highly commended station. See entry form for further details.**

**NEW! The People's Choice Award** - New for this year! Your station is entitled to indicate one video nomination, already entered in another category, to go forward for the People's Choice Award. Your station can enter a video nominated in any of the following categories:

Sport, Open, News, Music, Live, Light Entertainment, Factual, Drama, Documentary, Comedy or Animation but not any other.

*This nomination will appear online and be judged as follows:*

*Stage 1: All affiliated stations can submit an email voting for their top five favourite videos, in order of preference. Stations cannot vote for their own content in this stage. Positional Voting System using the Borda count will be used (i.e. the same system used in Eurovision)*

*Stage 2: The top five videos will go through to a full text (SMS) vote, votes will be one per mobile phone, and anyone can vote for one of the five videos in this stage. Winners will be announced during the Awards ceremony.*

*Awards will be viewable on the Awards website on the 26th March; on this day Stations can begin to submit email votes for Stage 1. On 6th April, Stage 1 will close and Stage 2 will open for SMS votes; this will remain open until 20th April at 12pm (Launch of Conference Weekend)*



## Rules & Rule break Procedure

### **Rules**

1. Stations affiliated to NaSTA may enter each category once. Stations may choose not to enter a category.
2. Stations may repeat clips but each entry must contain 90% unique footage; that cannot be repeated in any other category.
  - a. This excludes:
    - i. A Title Sequence entry, which may be taken from a programme that is submitted for another category.
    - ii. Entries for Best On-screen Male or Female, Best Broadcaster, Station Marketing and Special Recognition, which may make use of clips from shows entered in other categories.
3. All entries must be original works produced for your student television station by members of your student television station.
4. Stations may submit entries as a joint nomination with any number of NaSTA affiliated stations. The stations must agree which category to enter and submit identical nominations clearly stating that they wish to enter as a joint submission.
5. No entries may have been written or produced as part of any piece of assessed coursework.
6. Times and Word limits given for each category are absolute maximums (excluding the title slides). If your entry exceeds the given time the entry will be cut (working backwards from the end of the video/document) to fit the allowed limit. You may submit an entry of less than the specified time or length.
7. Each entry must be submitted with a title slide. Title slides will fall outside of the time restraints of a category but content of the slide will be defined by the host station. This may be reformatted by the host station so that all entries carry the same pre-roller.
8. All entries submitted must be accompanied by entry information as defined by the host station.



9. All entries must have been produced (i.e. finalized and completed for viewing) since last year's awards submission deadline.

a. (It is expected that stations should not submit the same entry to more than one year's NaSTA awards; this will be assessed on a case by case basis by the host station and the judge may be informed)

10. Submissions must conform to the specifications detailed in the submission procedure document provided by the host. Stations who cannot meet the submission specifications must contact the host station and can forge an alternative agreement on specification.

11. Any entries submitted which do not follow these rules risk not being entered into the awards.

12. Entries must not breach NaSTA's equal opportunity policy.

a. (NaSTA is mandated to ensure that no member of NaSTA 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 Student Union or University policy. The host may add a disclaimer before any award entry if it feels it necessary in the interests of professionalism.



## Sanctions

The following sanctions may be implemented against an entry, at the discretion of the host station, if there is a suspected rule break.

- a) The judge of the category will be informed of the rule break.
- b) Clips of the entry that breach the rules will be blanked out and the judge will be informed of the reasons for this.
- c) The video will be disqualified.

## Rule Break Procedure

- a) Stations cannot appeal against a decision to cut words (starting at the back of the document) if they have exceeded the word limit and will not be notified of this as a rule break.
- b) The host station will take responsibility for assessing whether an entry is suspected of breaking the rules.
- c) If a rule break is suspected, the host station will recommend a sanction and contact by email and telephone the station to explain the reasons why the video faces a sanction.
- d) The station will have 5 working days to appeal via email to the NaSTA Exec with an explanation (no longer than 300 words) why the video should not face a sanction.
  - a. Appeals should be sent to [appeals@nasta.tv](mailto:appeals@nasta.tv)
- e) The NaSTA Exec will have the final decision on whether the video breaks the rule and the sanction it faces.
- f) If the station does not contact the NaSTA Exec to appeal, the host station's recommended sanctions stand.

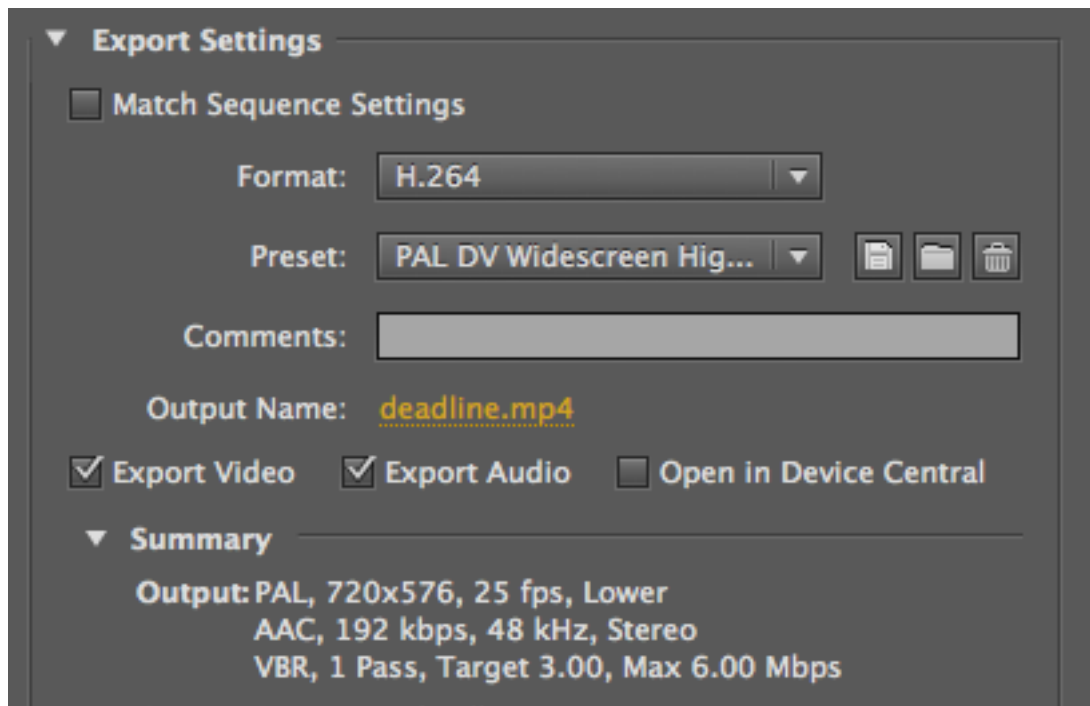
## Encoding & Output Settings

Please encode videos with the following settings:

All video's should be submitted in the following format:

Format - h.264 as a .mp4 file.

### **Premiere Pro**



In Premier Pro this should be a preset built into Adobe Media Encoder (format h.264, preset: PAL DV Widescreen high quality)

## **Final Cut**

In Final Cut please use the preset available here:

[www.nutsonline.org/nasta/finalcut.zip](http://www.nutsonline.org/nasta/finalcut.zip)

If you need to enter the details they are:

File extension - .mp4

Format – QuickTime

Codec Type – H.264

Width: 720

Height: 576

Frame rate: 25 fps

Max Bit rate – 6Mbps

Target Bit rate – 3 Mbps

Pixel Aspect ratio: Anamorphic PAL CCIR 601 (16:9)

## **Audio Encoder**

Format – ACC

Sample Rate – 48.000kHz

Channels – Stereo

Bits Per sample - 16



No file should be any larger than 500Mb, if it is then please contact [host@nasta.tv](mailto:host@nasta.tv) for support. If you have any other problems or questions then please contact us.

## Submission Process

### **Sending Videos to NUTS**

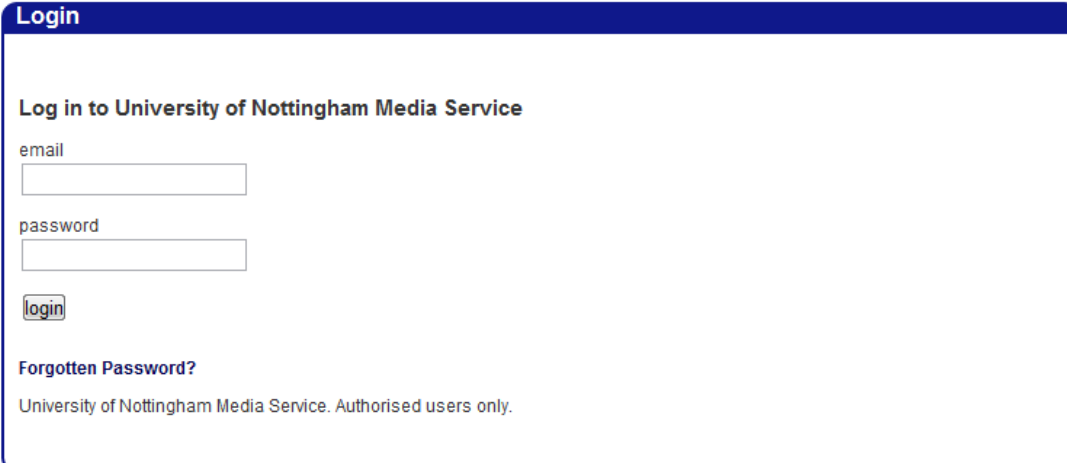
- NUTS have generated a free, temporary email address for each station to act as a logon to the server for video uploads – this will be deleted after the submission closes.
- All affiliated stations should have received this email address and a password. If not contact [host@nasta.tv](mailto:host@nasta.tv) to request one.

### Stage 1 – Logging On

Navigate to <http://video.nottingham.ac.uk>

Click Login

The following screen should appear:



The screenshot shows a login window titled "Login" with a dark blue header. The main content area is white and contains the following elements:

- Log in to University of Nottingham Media Service**
- email:
- password:
- 
- Forgotten Password?**
- University of Nottingham Media Service. Authorised users only.

In 'email' enter the email address you received from NUTS  
(e.g. station@mail.com or station@hushmail.com)



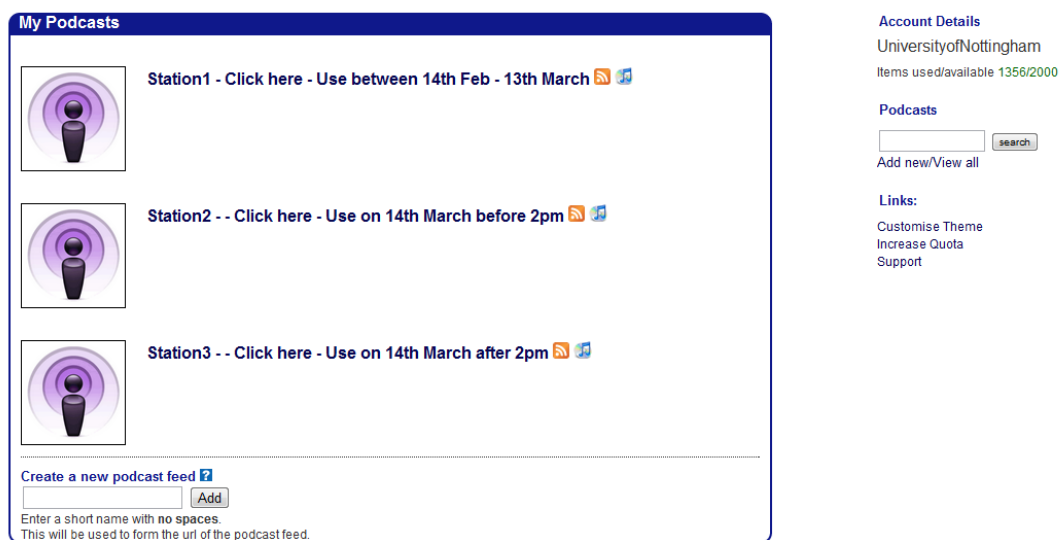
In 'password' enter the password you received from NUTS  
(e.g. k15fder)

Click 'Login'

**Please do not change your password or podcast settings at any point**

## Stage 2 – Understanding the Podcast system

1. In your account you will see 3 'Podcasts' similar to the screen below:
  - These podcasts act as a kind of folder/directory for videos.



The screenshot displays a user interface for 'My Podcasts'. On the left, there are three podcast entries, each with a speaker icon and a title: 'Station1 - Click here - Use between 14th Feb - 13th March', 'Station2 - - Click here - Use on 14th March before 2pm', and 'Station3 - - Click here - Use on 14th March after 2pm'. Below these is a 'Create a new podcast feed' section with an input field and an 'Add' button. On the right, there is an 'Account Details' section for 'University of Nottingham' with 'Items used/available 1356/2000'. Below that is a 'Podcasts' section with a search box and 'Add new/View all' button. At the bottom right, there are 'Links' for 'Customise Theme', 'Increase Quota', and 'Support'.

- If you are submitting your videos between 14<sup>th</sup> February and 13<sup>th</sup> March please use the first Podcast.
- If you are submitting videos on 14<sup>th</sup> March for the 2pm deadline please use the second 'Podcast'.
- If you are submitting videos after 2pm for the 6pm deadline please use the third 'Podcast'.
  - This allows us to manage the data load on the servers more efficiently.

## Please note

2. Each podcast is unique to your station: do not share any information, codes or URLs associated with your podcasts with any other station.

## Stage 3 – Adding your videos to our server

1. Click the name of the podcast you want to add your video to.
  - a. You will see a screen similar to the one below:



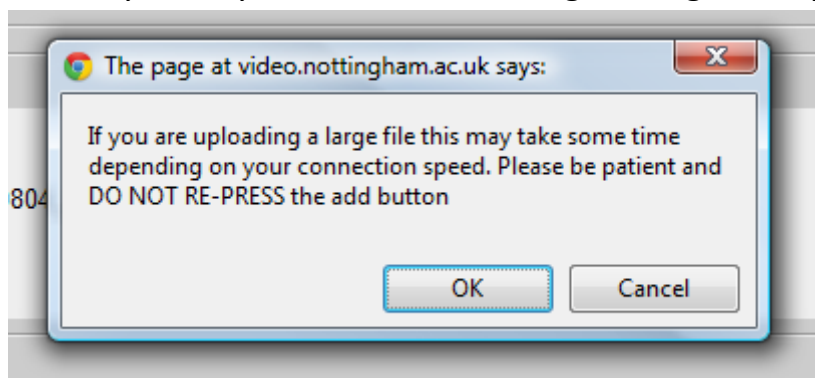
2. Click 'Add New Episode'
  - a. You should see a screen similar to the one below

The screenshot shows the 'New Item' form. It has tabs for 'Episodes', 'Podcast Detail', and 'Statistics'. The form fields are: 'File\*' with a 'Choose File' button and 'No file chosen' text; 'Streaming' checkbox; 'Title\*' with a text box containing 'New Item'; 'Description\*' with a text box and a character count of '255 chars remaining. (Max 255)'. At the bottom, there is an 'add extra info' checkbox and an 'Add' button.

3. In the 'Title' box enter your Station Name and the Category you are entering. (e.g. NUTS Comedy)
4. In the 'Description' of the video enter the text you would like to appear below your video on our website. This is merely to provide information

and context to judges and the public viewing the videos and should be brief (e.g. Campus Cupids, Episode 3 'Love in Portland', Lawrence and Ali search to find another hopeful a date they will never forget') or (Highlights from the first netball match of the season), etc.

5. Click the 'Choose File' button, navigate to where your video file is saved and press 'OK'.
6. Click Add
  - a. You may or may not see the following message, if so press 'OK'.



7. Your video will be uploaded, once it has been uploaded you will see your video listed and the 'Add New Episode' button should be visible again.
8. Do not use the video upload service for anything other than the video award entries. If in doubt contact [host@nasta.tv](mailto:host@nasta.tv)

### **Sending Documents, PDFs, Text Entries to NUTS**

1. Please email all supporting text documents and text entry forms to [host@nasta.tv](mailto:host@nasta.tv)
2. Please save your Station Name and Category in the document file name.
3. Ensure that the subject has your Station Name and the Category in which you are entering the document.
4. All documents should be saved in either .pdf .doc .docx .txt or .rtf

## Support

- For further support, queries or questions please email [host@nasta.tv](mailto:host@nasta.tv)
- On 30<sup>th</sup> March we are offering a Skype session to run through the process if you are struggling and to answer any questions
- In the last week of submissions we will offer telephone support via the NUTS office.
- On the final day we will offer dedicated technical support via Skype all day, through the NUTS Office and a dedicated NaSTA technical number.
- More information will be issued in the coming weeks.

