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# NASTA

AWARDS 2015

Submission Guidelines and Technical Specifications



Welcome to the NaSTA Awards 2015 guide. This guide contains everything you need to know to enter the NaSTA awards and is split into three parts: award guidelines, technical specifications and upload guidelines. The award guidelines have all of the information about each award category, time limits and whether you need to upload additional material. For the first time NaSTA has set technical specifications for the award entries, passed at the 2014 AGM. This guide contains all of the details to ensure your entries meet these standards and tells you where you can download export presets for editing software. The upload guidelines sections runs through the process of uploading your entries, deadlines and contact details if you have any problems uploading your entries.

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# Changes from 2014

A number of changes were passed at the NaSTA 2014 AGM which affect the 2015 awards. The most important of these is that the technical specifications for the awards are no longer set by the host station. These standards are defined in the constitution and the technical specification of this document provides all of the information about them.

The video to music category was removed by the 2014 host station and was reinstated at the 2014 AGM, with the same guidelines which have been previously used. This brings the total number of awards to 23. No new awards have been added and no changes have been made to the existing award categories by the 2015 host stations.

Finally the Live category was changed to forbid any post production editing of entries. No video or audio processing is allowed, only the cutting down of footage to produce the highlights reel. The addition of on screen graphics with show details etc is allowed. Footage entered for this category can now also be entered for any other award category.

# Award Categories

## Animation 10 minute video

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 your station.

## Best Broadcaster 10 minute video plus maximum 500 words

A show-reel demonstrating the range, quality and skills of the station and its programming, to be accompanied by a written document, with details of the operation of the station and contributions made which may not necessarily appear on screen. Entries must be submitted as a PDF file.

## Best Cinematography 5 minute video

The award for Best Cinematography is an opportunity for filmmakers to showcase their best work. The winning entry will display 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. The required submission can either comprise a selection of a stations best live action work or a whole piece, which focuses strongly on the cinematic element of production.

## Comedy 10 minute video

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

## Documentary 10 minute video

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

## Drama 10 minute video

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

# Award Categories

Factual 10 minute video

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

Freshers' Coverage 10 minute video plus maximum 200 words

This award recognises the quality and diversity of a station's covering of their campus' Freshers' week(s) activities. The entry should be a compilation of this year's Freshers' coverage in a show-reel type format, to be accompanied by a written document that details your approach and innovation in coverage relevant to your Fresher audience. Written accompaniments must be submitted as a PDF file.

Ident 30 second video

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.

Light Entertainment 10 minute video

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

Live 10 minute video

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

Music 10 minute video

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 edited to music.

# Award Categories

## News and Current Affairs 10 minute video

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

## Best On-Screen Female 5 minute video

A show-reel to show the skills, styles and techniques of a particular female presenter or actor.

## Best On-Screen Male 5 minute video

A show-reel to show the skills, styles and techniques of a particular male presenter or actor.

## Open 10 minute video

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

## Sport 10 minute video

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 5 minute video plus maximum 500 words

A 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, detailing marketing strategies, tools and techniques used by your station. Written accompaniments must be submitted as a PDF file.

## Technical maximum 500 words plus optional diagrams or photographs.

A report which gives an account of any technical achievement(s) and/or developments to support your station's output. Entries must be submitted as a PDF file. Reasonable use of diagrams and photographs may be incorporated into entries, but entries will be judged on content rather than visual quality.

# Award Categories

## The Tim Marshall Award for Special Recognition

maximum 750 words plus a Skype interview for selected stations

This award goes 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. Entries must be submitted as a PDF file

## Title Sequence 1 minute 30 second video

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. Entries for this award may be submitted for any other eligible category.

## Video to Music 5 minute video

A single original and complete piece of video footage edited to music.

## Best Writing 5 minute video plus maximum 30 pages

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. Writing may be from a single programme or shortened from an episode or series. All scripts must also be accompanied by a video demonstrating how the writing has been put on screen. Entries must be submitted as a PDF file, and will be judged on content rather than visual quality. Accompanying videos are for reference rather than being judged for their own qualities. Entries for this award may be submitted for any other eligible categories and photographs may be incorporated into .pdf entries, but entries will be judged on content rather than visual quality.

# Technical Specifications

All entries must conform to the NaSTA awards technical standards. This ensures that all entries are of the similar quality, subject to the quality at which they were filmed. There are three standards to choose from to ensure that all entries can meet the standards: 1080p HD, 720p HD & 576p SD. Encoding settings for Adobe Premiere, Final Cut Pro and Avid are available to download from the NaSTA Awards 2015 website [nasta-awards.tv](http://nasta-awards.tv)

576p SD encoding is to have a width appropriate to the aspect ratio of the content. This should be declared as part of the entry. Any content not in a 1.78:1 (16:9) aspect ratio should be letterboxed into one of the existing standards appropriate to the content.

If you have any queries or problems with the technical standards please contact NaSTA Technical Officer Rob Sumner at;  
[technical@nasta.tv](mailto:technical@nasta.tv)

**All text entries must be submitted as PDF files.**

## STANDARD 1 : 576p SD

VIDEO:

RESOLUTION: (?)x576, square pixels.

Progressive video, 25 frames per second.

H.264 Codec, MP4 container

PAL standard, High Profile, Level 4.1

with 2-pass VBR encoding

AUDIO: AAC-LC audio, Stereo, 48kHz or 44.1kHz

sampling rate, 192kbps bitrate

BITRATE: Target: 3 Mbps, max 5 Mbps

NOTE: To permit both 16:9 and 4:3 SD content to be submitted legally, 576p SD encoding is to have a width appropriate to the aspect ratio of the content. This should be declared as part of the entry.

# Technical Specifications

## STANDARD 2 : 720p HD

VIDEO:

RESOLUTION: 1280x720, square pixels

Progressive video, 25 frames per second

H.264 Codec, MP4 container

PAL standard, High Profile, Level 4.1 with  
2-pass VBR encoding

AUDIO: AAC-LC audio, Stereo, 48kHz or  
44.1kHz sampling rate, 192kbps bitrate

BITRATE: Target: 5 Mbps, max 10 Mbps

## STANDARD 3 : 1080p HD

VIDEO:

RESOLUTION: 1920x1080, square pixels

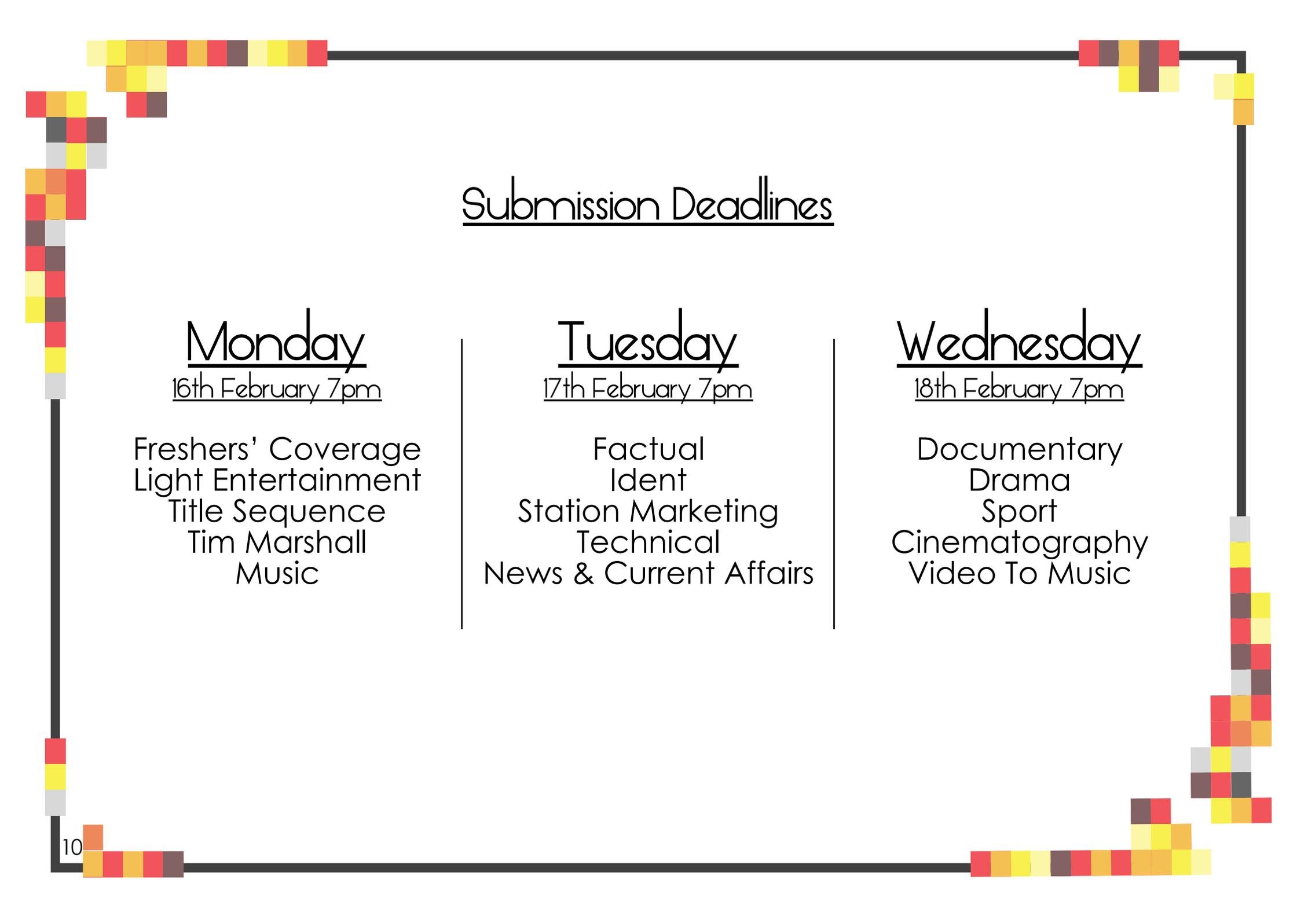
Progressive video, 25 frames per second

H.264 Codec, MP4 container

PAL standard, High Profile, Level 4.1 with 2-pass VBR  
encoding

AUDIO: AAC-LC audio, Stereo, 48kHz or 44.1kHz  
sampling rate, 192kbps bitrate

BITRATE: Target: 10 Mbps, max 15 Mbps



## Submission Deadlines

### Monday

16th February 7pm

Freshers' Coverage  
Light Entertainment  
Title Sequence  
Tim Marshall  
Music

### Tuesday

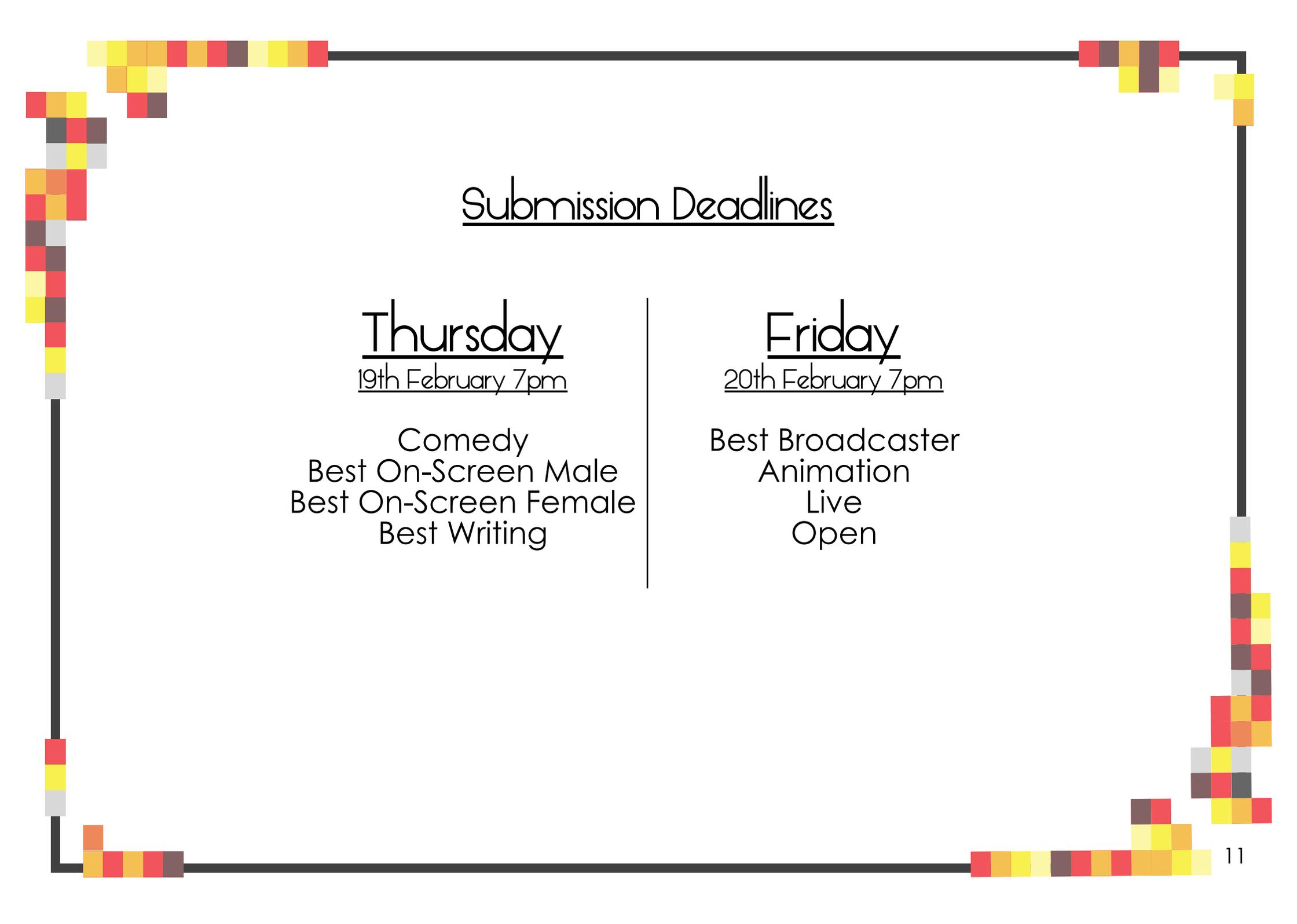
17th February 7pm

Factual  
Ident  
Station Marketing  
Technical  
News & Current Affairs

### Wednesday

18th February 7pm

Documentary  
Drama  
Sport  
Cinematography  
Video To Music



## Submission Deadlines

### Thursday

19th February 7pm

Comedy  
Best On-Screen Male  
Best On-Screen Female  
Best Writing

### Friday

20th February 7pm

Best Broadcaster  
Animation  
Live  
Open

# Title Cards

All entries must have a title card at the beginning which provides information about the entry. The title card must be shown for **5 seconds** at the beginning of the video. Please note that **time limits do not include the title card**. The title cards must all meet the specification laid out below. There are templates available to download at [nasta-awards.tv](http://nasta-awards.tv). The templates are available for different programmes so you can edit them for each entry. There is a .psd file for editing in Adobe Photoshop and a .tiff file with layers for editing in software such as GIMP (free photo editing software). If you do not have Photoshop or any other image editing software you can download GIMP for free at [www.gimp.org](http://www.gimp.org)

However if you cannot use any of these programmes then you can create your own using the information below.

## Title Card Specifications

Duration: 5 seconds

Font: Arial Bold

Colour: White

Text line 1: "Station Name"

Text line 2: "Award Category"

Text line 3: "Entry Name"

Text line 4: "length" [including title card]

Text line 5: "NaSTA Awards 2015"

Text lines 1-4 aligned centre

Text line 5 aligned left

NaSTA border surrounding text

Example title card



# How To Enter

On Monday 26th January you will receive an email before 5pm which will include your station's username and password for the entry submission website. This will be sent to the email address you provided when your station affiliated. There will also be a link in the email to a webpage which shows you how to log in and use the entry system. When you receive this email please log in and add a contact name and phone number to your account. You will also have the option of adding an alternative email address in case a specific member of your team is dealing with all of your uploads. You will also be asked to upload a high quality version of your station logo for use on the awards night. Please upload your logo as a .psd .tiff or .png file. Finally you will be asked to enter your university and postcode so we can place your station on a map.

When you upload your entries you will have the option of entering a description of up to 100 words per entry. You must also upload a cover image (16:9 aspect ratio) and 10 second preview clip for each entry. These clips will be shown during the awards ceremony.

Entries will be transcoded for web viewing by the judges if their internet connection cannot support viewing the original entry. All stations will be able to view their transcoded entries and alert the support team if there are any problems.

## Things to remember:

1. On Monday 26th January check your email for an email from the host team with your login details.
2. Log in and provide the following information: contact name, number & email address, high quality logo (.psd preferred), University name and postcode.
3. Start uploading your entries before 7pm on the deadline date with descriptions, cover images & 10 second preview clips.

# Contact Details

If you have any problems with your award entries please contact our support team:

**[nastasupport@la1tv.co.uk](mailto:nastasupport@la1tv.co.uk)**

If you have any questions about the entry technical standards please contact NaSTA Technical Officer Rob Sumner:

**[technical@nasta.tv](mailto:technical@nasta.tv)**

If you have any general queries about NaSTA 2015 then you can contact our team on the following email address:

**[host@nasta.tv](mailto:host@nasta.tv)**

For more specific questions our team can be reached at the following addresses:

Host Officer: Matt Murphy

**[matthew.murphy@nasta.tv](mailto:matthew.murphy@nasta.tv)**

Deputy Host Officer: Chris Osborn

**[christopher.osborn@nasta.tv](mailto:christopher.osborn@nasta.tv)**

# Entry Rules

The following rules shall govern the NaSTA Awards:

1. Stations affiliated to NaSTA may enter each category only once. Stations may choose to not enter any categories of their choosing.
2. Stations may repeat clips, but each entry must contain 90% unique footage that cannot then be repeated in any other category. However, this excludes:
  - a. A Title Sequence entry, which may be taken from a programme that is then submitted for another category.
  - b. A Best Writing entry, which may be taken from a programme that is then submitted for another category.
  - c. Entries for Best On-Screen Male or Female, Best Broadcaster, Best Cinematography, Station Marketing, Live and Special Recognition, which may make use of clips from entries 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 submission with any number of NaSTA affiliated stations. The stations must agree which category to enter and submit identical submissions, clearly stating that they wish to enter as a joint submission.
5. No entries may have been written or produced as a part of any piece of assessed coursework.
6. The time and word limits for each category are the absolute maximums (excluding title slides and title pages). If your entry exceeds the given time or page limit, the entry will be cut (working back from the end of the video or document) to fit the allowed limit. Cut material will not be judged. You may submit an entry of less than the specified time or length.

# Entry Rules

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. finalised 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 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 Station. Stations who cannot meet the specifications must contact the Host Station and can forge an alternative agreement on specifications.
11. Entries must be submitted by the deadline set by the Host Station. Late submissions will not be accepted.
  - a. In exceptional circumstances where the deadline cannot be met, the Host Station should be contacted urgently.
12. All entries submitted which do not follow these rules risk not being entered into the awards.
13. Entries must not breach NaSTA's equal opportunities 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.

# Entry Rules

The Host Station retains the right not to display any content on their website that breaches their Students' Union or University policy. The Host Stations may add a disclaimer before any award entry if it feels it is necessary in the interests of professionalism.

## Sanctions

The following sanctions may be implemented against an entry, at the discretion of the Host Stations, if there is a suspected rule break:

1. The judge of the category will be informed of the rule break.
2. Clips of the entry that breach the rules will be blanked out and the judge will be informed of the reasons for this.
3. The video will be disqualified.

## Rule Break Procedure

1. Stations cannot appeal against a decision to cut down an entry if they have exceeded the given limit, and they will not be notified of this as a rule break.
2. The Host Stations will take responsibility for assessing whether an entry is suspected of breaking the rules. To avoid a conflict of interest, the Returning Officer will assess the entries of the Host Station.
3. If a rule break is suspected, the Host Stations (or Returning Officer) will recommend a sanction and contact, by email and telephone, the station to explain the reasons why the video faces a sanction.
4. The station will have 5 working days to appeal, via email to the NaSTA Executive, with an explanation (maximum 300 words) why the video should not face a sanction.
5. The NaSTA Executive will have the final decision on whether a video breaks a rule and the sanction it faces as a consequence.
6. If the station does not contact the NaSTA Executive to appeal, the Host Station's recommended sanctions stand.



# NASTA

AWARDS 2015

Good Luck. May the odds be ever in your favour...