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FIAP Audio-Visual Service

STANDARDISATION OF AV SEQUENCES and recommendations for production and projection

2011

Facing the evolution of AV production with digital techniques, the document 287 was updated on 2011 by FIAP AV Service Director **and this document fully replace the formerly Document 287** published in 1991.

On the 1975, September 25th, the Audio-Visual Commission met at Como with various representatives from the following nine European countries: Germany, Belgium Denmark, France, Great Britain, Hungary, Italy, Poland and Switzerland. The first edition of “the Standardisation of the Presentation of Diaporamas” was prepared. In 1990, in the light of experience and of newly available systems, this “Standardisation” was entirely reviewed and in 1997 it has again been updated.

This document contains some recommendations intended for authors of Audio Visual, who wish to project their work abroad as well as in their own countries, or to participate in International events or competitions.

This Standardisation can also help authors make the best use of their equipment.

This document contains also specific guidelines for organizers, to setup the best environment for AV sequences projections, resuming a set of topics that could be obvious but has to be checked every time.

1. Categories

- a. Sequences on a single physical screen (**Mono vision**) with a single AV projector: the Av sequence runs on a single screen that could be managed in one or more sub-screens by the software used to produce the sequence.
- b. Sequences on a multiple physical screens with multiple AV projectors (**Multi vision**): the AV sequence runs on to several physical screens managed by several projectors. This category is not dealt with in this document.

Unless specifically mentioned the rules which follow apply to Mono vision.

2. Duration

For international events, but specifically stated alternatives, the duration is limited to 12 (twelve) minutes, unless the subject justifies a longer duration. It is up to organisers to specify their rules the maximum acceptable duration.

3. AV Sequences type

AV Sequences can be produced with every kind of software producing following file types:

- a. Self executable programs **.exe** (like PTE , Pro Show Gold or Producer, Wings Platinum , M.objects and similar) for MS Windows operating system (Windows XP, Vista, Windows 7 and further compatible versions). In this case we recommend to produce two files, the first with maximum horizontal resolution of 1920 pixel to allow HD projections and the second with a maximum horizontal resolution of 600 pixel to allow vision in catalogue mode not on large screen.
- b. File **.mpeg** or **.mov** (produced by specific Video Editing programs as iMovie and Final Cut from Apple for Mac users). In this case the project will be produced with a maximum horizontal resolution of **1920** pixel (full HD) side, with bit rate of about 20.000 Kbps (kilobit /second – best quality for Mac) to limit the file size less than 1,9 GB. Furthermore is required to prepare another file with maximum horizontal resolution of **820** pixel on the longest side and with file dimension less than 100 Mb
- c. Organizers can admit AV Sequences that requires to run special software (i.e. VLC or others) or special PC or projector settings

All sequences produced must self start when launched without requiring any operator intervention (i.e. launch menu to select)

4. AV packaging

The author has to produce and send to organizers according to the competition schedule, a DVD containing:

For AV sequences with “**.EXE**” file:

- An AV sequence file .exe with maximum horizontal resolution of 1920 pixel
- An AV sequence file .exe reduced with maximum horizontal resolution of 600 pixel: this file will be used by organisers eventually for a quick low quality vision for catalogue or web advertising purposes without possibility to download for public projections.
- An author’s picture portrait 10x15cm at 300 dpi: for author introduction and catalogue purposes
- A poster of the AV sequence with AV title and author’s name, format portrait 20x30 cm at 300 dpi , for introduction and catalogue purposes
- FIAP AV Identification Sheet

For AV sequences with **.MOV** or **.MPEG** files:

- AV sequence file (.mov or .mpeg) with maximum horizontal resolution of 1920 pixel (HD) with maximum size of 1,9GB and 20.000 Kbps bit rate

- A reduced AV sequence file (.mov or .mpeg) with maximum horizontal resolution of 820 pixel and maximum dimension of 100 MB: this file will be used by organisers eventually for a quick low quality vision for catalogue or web advertising purposes without possibility to download for public projections.
- An author's picture portrait 10x15cm at 300 dpi: for introduction and catalogue purposes
- A Poster of the AV sequence with AV title and Author's name, format portrait 20x30 cm at 300 dpi : for introduction and catalogue purposes
- FIAP AV Identification Sheet

5. Projection environment

Festivals with FIAP Patronage must comply with basic quality standards like

- Projection environment (Room / Hall / Theatre) has to be prepared to grant the best quality vision for the public and especially for the Jury; insulation from external noises, accurate darkening of windows, controlled access during the projections, recommendations for the public to shut down lights and mobile devices like phones, portable pc etc.
- Screen quality: the screen material has to be appropriate (white or gray) according to reflexion characteristics of projection environment.
- Projector quality: a professional quality is recommended; in addition to High Definition (HD) resolution, projector must be accurately tuned before official projection using appropriate devices to grant colours fidelity; keystone effect reduction thru projector software has to be reduced to minimum to avoid quality loss. Centring has to be accurately performed to allow a proper run of projections prepared with different formats (4:3 – 16:9 etc)
- Audio quality: the International AV projections rely often on spoken text whose comprehension must be facilitated by an accurate quality and tuning of audio amplifier and speakers. Organizer must test, in the projection room, critical sequences before official projections to tune the audio equipment for a best play.
- Microphones cables, radio devices, supports, batteries has to be accurately checked before to avoid any disturbing noise or failure during the projection session.
- The detailed AV projection program has to be distributed before the projection with appropriate translations of the summaries; each sequence has to be announced by the speaker or by a title slide containing the sequence title, author name, picture and country.
- A reasonable time frame between sequence projections is necessary to allow both juries and public to assess the sequence value and write down evaluations; during this time frame theatre's lights has to be turned on
- The program must be observed especially regarding the timing (start and finish punctuality)

6. Identification Sheet

A FIAP identification sheet for each sequence has to be filled and sent by the author
The minimum following information should be given:

- The names and addresses of the authors .
- The title of the sequence in the original language (eventually followed by translations between brackets).
- The duration.
- The year of production (or of the first acceptance according the FIAP yearbook).

- The literary and musical references.
- A summary in one of the Official FIAP languages (French, English)
- The translations in other languages are under the responsibility of the organisers of events

An Identification Sheet template is attached

7. FIAP Patronage

The organisers of events patronised by FIAP thereby agree to mention in the competition Rules “in accordance with the Standardisation of AV Sequences prepared by the Audio-Visual Service of FIAP” and fully comply with what stated in this document.

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