Documentary/Film Proposal

A documentary/film written or produced in 2018, 2019 or 2020 that has an Asia related topic or setting

- There will be a film festival at the conference with Asia related documentaries/films and the film programme will be put together by the ICAS 12 Film Selection Committee.
- Rules and Conditions:
  - o Submitters are responsible for securing all rights and permissions from copyright and other holders relating to their film and agree to all terms as detailed
  - o All submitted films must have an Asia related topic or setting with fully checked and proofed English subtitles
  - o Films must be submitted in a format supported by YouTube or Vimeo. Suggested format: frame size 1920×1080, file format MPEG, frame rate 23.98
  - o Only films that are written/produced in 2018, 2019, or 2020 that have not been screened at a previous ICAS are eligible.
  - o The decision of the Film Selection Committee and ICAS 12 is final.
- Access to the submitted film is required:
  - o If the film is available online, please provide the film URL of YouTube, Vimeo, etc. If the URL is password protected, please provide this password in the submission form.
  - o If the film is not available online, you can send the film file to us through WeTransfer.com by sending the file to icas12@iias.nl with your proposal number in the message.
- The maximum number of words for the film synopsis is 250 words. No exceptions are possible. The abstract has to be included in the proposal form and cannot be sent separately. Please avoid the inclusion of diacritics or non-Roman characters.
- After submitting your proposal, a notification email will be sent to your email address informing you that the proposal has been successfully submitted. Please contact the ICAS 12 Secretariat at icas12@iias.nl in case you have not received this notification (please check your spam folder as well before contacting us).

↓ Scroll down for a step-by-step submission manual ↓

Step 1 – Register or log in to the Submission System

When you are new to the system an account profile needs to be set up, please click the 'Join Now' button. When you have created your account an email with the log-in link will be sent to the email address you have used to create your account with. Through the link you can access the ICAS 12 submission system any time before the submission deadline in case you are unable to finish the submission in one go or if you need to amend details at a later time. If you have forgotten your access key, you can click the 'Lost your access key?' link, fill in the email address you have used to create your account with and a link to reset your access key will be sent to you.

Step 2 – Home page of your account

On the bottom of the home page this manual and the proposal formats descriptions can be downloaded. It is advisable to view these format descriptions first as there are several different proposal formats.

Start a new proposal by clicking on the green link 'Click here to begin a new Proposal'

Step 3 – Start a new proposal

Fill in your proposal title and select a proposal type. View the description of the different submission types by clicking on the link 'View Submission Type descriptions.' with the description you will also find a submission manual for that specific format.

Please note: only films that are written/produced in 2018, 2019, or 2020 that have not been screened at a previous ICAS are eligible.

<mark>Documentary/Film – Task list</mark>

Your proposal details can be viewed on top of this page. **There are five tasks that need to be completed before you can submit your proposal. They can be viewed in your Task list.**

1. **The Director/Producer Task**
2. **The Film Synopsis Task**
3. **The Film Details Task**
4. **The Grant Application Task**
5. **The Copyright, Rules and Terms Task**

This clickable path in the upper left corner can help you navigate.

1. **The Director/Producer task:**

The submitter's name will automatically be copied as the director. If the person is both the director and producer, check both boxes in the profile. If the director and producer are not the same person, this person can be added as shown in the image below:

A person's name can easily be removed by clicking the red Remove button.

 This clickable path in the upper left corner can help you navigate.

A red warning 'Profile incomplete' will appear when the person's profile is incomplete. The profile can be completed by clicking on 'Edit Profile' and filling in the required information. If you want to continue at a later point, just click the 'Save Participants' button and you can complete the profile(s) at a later time.

This clickable path in the upper left corner can help you navigate.

When a profile is completed a check mark will appear. When all profiles show 'Profile completed' this task is completed.

This clickable path in the upper left corner can help you navigate.

2. **The Film Synopsis task**

The Proposal title that you have filled in at <mark>Step 3</mark> will appear here. If needed, you can change it here, your Proposal details will automatically be updated accordingly.

Select a theme and region. The film synopsis can be a maximum of 250 words.

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- The decision of the selection committee and ICAS 12 is final.

3. **The Film Details Task**

Enter the year of production, the duration of the film in minutes and the country of production. We would like to receive the film through a URL of YouTube or Vimeo, etc. Alternatively, you can send the file to us through WeTransfer by emailing us at icas12@iias.nl. In the case of the latter, please fill in 'File through WeTransfer' in the URL box and include your proposal number in the WeTransfer message when sending us the file.

This clickable path in the upper left corner can help you navigate.

4. The Grant Application Task

Participants of ICAS 12 are expected to fund their own registration fee, travel and accommodation.

Grant application eligibility:

- Limited financial support is only available for selected PhD students and early career scholars (obtained PhD degree after 1 January 2018). Only the person with the presenter role is eligible for a grant.
- Grant requests can only be submitted through this form.
- Only successfully submitted proposals before the Call for Proposals deadline will be considered.

If you would like to apply for a grant, please tick 'Yes' and **you will receive further instructions on how to complete your grant application after the review process and if your proposal is accepted**. In the case you tick 'No', you will **not** receive these instructions.

 This clickable path in the upper left corner can help you navigate.

5. The Copyright, Rules and Terms Task

Please indicate your agreement on copyright, rules and terms in this task, which are as follows:

As submitter of this submission and the undersigned, I acknowledge and agree that:
1. I have read, understood and fully complied with all submission eligibility rules, terms and conditions requirements;
2. To the best of my knowledge, all of the information I have provided along with my submission is accurate;
3. This film or video is not subject to any litigation nor is threatened by any litigation;
4. I am duly authorized to submit this film to the festival;
5. I hold the International Convention of Asia Scholars (ICAS), Kyoto Seika University (SEIKA), its Board of Directors, management, committees, sponsors, affiliates, volunteers, and etc. harmless from any and all claims of liability resulting from my submission;
6. I certify that I am the copyright holder of the film and have all necessary rights and clearances to have the film publicly screened by the festival;
7. I certify that all music included in the film is copyright free or that I have obtained prior permission of the copyright holders to use the music in the submitted film;
8. I certify that the copyright of all images from cartoons, literature, television or films has been transferred from those that own them to me;
9. I give permission to the Twelfth International Convention of Asia Scholars (ICAS 12) to use trailers/clips, stills, titles, copy, and/or information from the film for promotional purposes; and,
10. I give permission to the Twelfth International Convention of Asia Scholars (ICAS 12) to screen the film at the festival as well as any other agreed on ICAS 12 presentations, programmes and/or events.

Please tick the 'I agree' box, type your Full name and 'Submit Agreement'.

The Task list is completed when all tasks are marked with a green check mark.

Home / Proposal / Tasks / This clickable path in the upper left corner can help you navigate.

Preview, check and submit your proposal

Call for Papers | Home | Log Out   Conference Details | Technical Support

Proposal Title: Festivities in Asia

Home / Proposal / Tasks / Submit

PROPOSAL SUMMARY   Submit

Edit Festivities in Asia

Proposal ID: 855984

Submission Type: Documentary/Film

Proposal Status: Active

Click 'Submit' when you have previewed and checked your submission details.

You have completed all the required tasks for this proposal.
Use the "Submit" button to complete your proposal.

✔ 1. Director/Producer
Completed - Monday, 24 February, 2020, 9:18 AM

✔ 2. Film Synopsis
Completed - Wednesday, 26 February, 2020, 4:34 AM

✔ 3. Film Details
Completed - Monday, 24 February, 2020, 11:09 AM

✔ 4. Grant Application
Completed - Wednesday, 26 February, 2020, 4:38 AM

✔ 5. Copyright, Rules and Terms
Completed - Wednesday, 26 February, 2020, 5:20 AM

Click here for a preview of your proposal.

Home / Proposal / Tasks / This clickable path in the upper left corner can help you navigate.