



# Awards Entry Rules Submission Year 2020

**The rules and procedures for the 2020 HPA Awards have been temporarily changed to reflect the impact of the global pandemic. Rules are subject to change at any time during. Please refer to the version of the entry rules currently posted on the HPA Awards website, as it supersedes any previous versions.**

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## **ABOUT THE HPA**

The Hollywood Professional Association (HPA) is a non-profit member association dedicated to recognizing, educating, and connecting businesses and individuals that provide creative and technical expertise, support, tools and infrastructure for professional content creation, distribution and archive in the media and entertainment industry.

Through our three pillars of activities — Community, Knowledge Exchange, and Recognition — the HPA advances the arts, science and business of the media and entertainment industry.

Visit <https://hpaonline.com/about/who-we-are/> for more details on HPA's overall mission and services.

## **HPA AWARDS MISSION**

To promote creative artistry in the field of post-production, and recognize the achievement of talent, innovation and engineering excellence in the larger professional media content industry. The first annual HPA Awards were held in November 2006.

## **HPA AWARDS ENTRY RULES**

This document, also referred to as the Awards Entry Rules, describes the timetable under which the awards process will occur, defines each award category and its respective entry requirements, describes those who are eligible to receive an award, describes the specifications for submission material and describes all other rules and procedures.

**SCHEDULE**

Period of Eligibility for Entries.....	September 4, 2019 – September 9, 2020
Submission Period – Engineering Category.....	June 22, 2020 – July 31, 2020
Submission Period – Creative Categories.....	July 6, – August 21, 2020
“Intent to Enter” Petition for Deadline.....	July 29, 2020
Engineering Excellence Judging.....	August, 2020
Creative Judging Panels.....	September, 2020
Nominations Announced.....	Mid-October, 2020
Awards Event.....	November, 2020

Dates subject to change.

## **CATEGORIES**

The categories in which the HPA may issue an award are:

1. Outstanding Color Grading - Theatrical Feature
2. Outstanding Color Grading - Episode or Non-theatrical Feature
3. Outstanding Color Grading - Commercial
4. Outstanding Editing - Theatrical Feature
5. Outstanding Editing - Episode or Non-Theatrical Feature (30 Minutes and Under)
6. Outstanding Editing - Episode or Non-Theatrical Feature (Over 30 minutes)
7. Outstanding Sound (Design, Editing, Mixing) - Theatrical Feature
8. Outstanding Sound (Design, Editing, Mixing) - Episode or Non-Theatrical Feature
9. Outstanding Sound (Design, Editing, Mixing) - Commercial
10. Outstanding Visual Effects - Theatrical Feature
11. Outstanding Visual Effects - Episode or Non-Theatrical Feature (13 Episodes and Fewer)
12. Outstanding Visual Effects - Episode (Over 13 Episodes)

### **Special Awards:**

1. Engineering Excellence
2. HPA Judges Award for Creativity and Innovation
3. Charles S. Swartz Award
4. Lifetime Achievement Award

## **SECTION A: ELIGIBILITY**

### **1. Eligible Material**

- a. **An eligible Theatrical Feature** must have premiered during the Period of Eligibility for Entries and have run in a commercial theater for a paying audience for at least one week. Features that had a previously planned theatrical release but were initially made available on a commercial streaming or VOD service due to the pandemic may qualify as eligible in the theatrical feature category.
- b. **An eligible Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special) or Non-Theatrical Feature** that had no plans for theatrical distribution, must have premiered during the Period of Eligibility for Entries and must have been broadcast on a network, pay or basic cable, satellite network or online distribution platform.

- c. **An eligible Commercial** must have premiered during the Period of Eligibility for Entries and aired on a network, pay or basic cable or satellite network, or have been delivered digitally as part of an online advertising campaign.
- 2. Only the credited creative talent (such as picture and sound editors, colorists, sound designers, sound mixers, visual effects and compositing artists, visual effects supervisors and visual effects producers each an “Entrant”) is eligible to receive an award in the specified categories.
- 3. **Special Awards Category Submissions:** See Section H.
- 4. In the event that the eligibility of an Entrant is questionable, HPA may request additional information from the submitter. Additional administrative fees may apply if the HPA Awards Committee must request additional information or Submitter requests changes to an Awards Submission after the entry deadline date.
- 5. **Entries not meeting the above criteria will be disqualified.**

## **SECTION B: GENERAL SUBMISSION PROCEDURES**

- 1. Entries may be submitted by any of the following individuals (the “Submitter”):
  - i. The Entrant;
  - ii. The Project’s Producer, VFX Supervisor or Post Production Supervisor (depending on Category);
  - iii. The Project’s Director;
  - iv. The Facility Producer, VFX Producer or the Supervisor (depending on Category) at the film studio and/or post production facility at which the work was performed.
- 2. The Project or work that is the subject of a submission is referred to herein as the “Work.”
- 3. **By submitting an entry, Submitters confirm that all entry information is complete, true and correct. The HPA has no liability for, or obligation to, correct any incorrect information such as missing information, misspelled names, ballot listings or subsequent incorrect publicity that are the result of incorrect information submitted on the entries.**
- 4. **Exemption to the deadline rule:** Should a work unexpectedly premier after the Period of Eligibility for Entries, a Submitter may petition the HPA Award Committee for an exception to the entry rules if the Submitter, via e-mail, E-mail ([awards@HPAonline.com](mailto:awards@HPAonline.com)), Attn: Awards Committee, requests the HPA Awards Committee to review and approve the reasons the submission will be late, and provides proof of the unexpected premier. Petitions and their accompanying submission forms and

viewing materials MUST be received no later than the Petition for Exceptions Deadline indicated in the Schedule.

5. Each entry **must** be accompanied by:
  - i. A completed submission form;
  - ii. The required viewing materials, AND;
  - iii. Payment in US funds via check, credit card or ACH/EFT for the entry fee.
6. Online Submission forms are available on the HPA Awards upload site at (<https://HPA.awardcore.com>). Submission forms must be completed online in order to receive a **submission number**. Completed submission forms with submission numbers must be printed out and signed in accordance with #9 below.
7. The Submission form must be signed by the Submitter or Entrant (in case of self-submission).
8. **By signing the entry form an Entrant(s) or Submitter states that they have read the HPA Awards Entry Rules and have submitted an entry in accordance with all stated policies.**
9. In the event that any individual who is a “required signature” is not available to sign the submission form before the end of the Entry Submission Period, this individual must do the following to validate the entry form:
  - i. E-mail [awards@HPAonline.com](mailto:awards@HPAonline.com), Attn: Awards Committee that they agree with the entry submission and indicate which signature they are providing via e-mail.
  - ii. Alternatively, the entry’s submitter may e-mail a scanned copy of an approval e-mail to the HPA office at [awards@HPAonline.com](mailto:awards@HPAonline.com).
10. Please make sure that the e-mail references the correct submission number and that it is received by the HPA no later than the entry deadline.
11. If the Submission receives a nomination, the submitter will be responsible for obtaining sign-off in accordance with the following:
  - i. The Project’s Producer, Supervisor or other production representative confirming the Entrant(s) eligibility (**Exception for Editing – Theatrical Feature and Editing – Episode or Non-Theatrical Feature categories**)
  - ii. If the work was done at a facility or by an artist(s) while employed at or engaged by a facility, an authorized representative of the facility acknowledging entry submission (**Exception for Editing – Theatrical Feature and Editing – Episode or Non-Theatrical Feature categories**)
12. Only one (1) submission per entry form is permitted. Entry forms containing multiple submissions will not be accepted.
13. Entries must be submitted by 5:00 p.m. PDT on the last day of the Submission Period indicated in the Schedule.

14. **DO NOT COMBINE MULTIPLE ENTRIES ON A SINGLE DCP or Pro Res HQ file.** No such entries will be accepted, and each entry will have to be re-submitted on a separate DCP or Pro Res HQ file by the end of the Submission Period, as specified in the schedule.
15. Entries that have been edited or otherwise altered from their original release or broadcast form will be disqualified.
16. Audio on a submission must be the sound from the original release or broadcast and may not be altered.
17. Only the approved HPA Awards slate, will be accepted at the head of the viewing materials. After submitting an entry form at <https://HPA.awardcore.com>, a personalized slate will be downloadable.
18. **Total Run Time (TRT):** For all creative category entries except the Visual Effects categories the **TRT** should include the length of the content only.
  - i. Visual Effects entries should have only one **TRT** running from the beginning of the clip to the end of the “making of” segment.
19. Pro Res HQ File Media Guidelines - For all categories other than Outstanding Color Grading - Theatrical Feature:
  - i. Codec – Pro Res 422 HQ
  - ii. Color Space – Rec 709, gamma 2.4
  - iii. Resolution – 1920 x 1080
  - iv. 23.98 fps
  - v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. See section D (page 21) for a complete walk through of the entry submission process.
20. H.264 File Media Guidelines – Editing for Episode or Non-Theatrical Feature category ONLY:
  - i. 1920 x 1080P
  - H.264 High Profile
  - Chroma 4:2:0 or 4:2:2
  - BitRate 8 Mbs

**HPA Awards reserves the right to disqualify, at any stage of the competition, entries found to be ineligible.**

**SECTION C: CATEGORY DESCRIPTIONS & SPECIFIC SUBMISSION PROCEDURES**

1. **Outstanding Color Grading - Theatrical Feature:** This award is to honor the overall achievement of the color grading within an entire Feature Film for a theatrical release. Features that had a previously planned theatrical release but were initially made available on a commercial streaming or VOD service due to the pandemic may qualify as eligible in the theatrical feature category.
- Eligibility:** The credited lead Colorist(s) of the project (maximum of 1 individual or 2 individuals for co-colored projects only).

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
1. Outstanding Color Grading - Theatrical Feature	5:00 of scenes in sequence as they appeared in the film	N/A	Required	TBD

- a. Submissions in this category should be submitted as an **unencrypted DCP file** and delivered via file transfer to:

Deluxe Technicolor Digital Cinema\*  
 Attn: Amanda Vackrinos  
**C/O HPA Awards**  
 +1 818 370 5969  
[HPAAwards@bydeluxe.com](mailto:HPAAwards@bydeluxe.com)

- b. Please reach out to [Amanda.Vackrinos@bydeluxe.com](mailto:Amanda.Vackrinos@bydeluxe.com) at Deluxe if you need a drop box link as well as when you initiate delivery of your DCP.
- c. **Entry materials are due at Deluxe by 5:00 pm on Friday, September 4th.**
- d. Your viewing materials must be created following these instructions:
- i. Five (5) seconds black;
  - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
  - iii. Five (5) minutes maximum of entry material;
  - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted on a separate DCP by the end of the Submission Period, as specified in the schedule.
- e. DCP's must be created to comply with the DCI specifications on DCP creation. If you are not familiar with these standards, please visit:  
<https://www.dcimovies.com/specification/>
- f. DCP's created must follow the DCI naming convention as outlined in  
<https://www.dcimovies.com/specification/>

- g. DCP's created must be mastered to meet the Interoperability (IOP) standards as outlined in the DCI specifications <https://www.dcimovies.com/specification/>
  - h. **Required Descriptive Materials** – can include but not be limited to still pictures, storyboards and written copy that enhances the understanding of the entry or describes why the entry should be considered for an award. Entrants should assume that judges will have no more than 1 minute to review this material. Length is limited to no more than 2 pages, submitted as a word .doc or .pdf file. Descriptive Materials may not include the name of individuals or the facilities that did the work or offer opinions about the quality of the work. These materials should be uploaded to the HPA Awards online entry platform at <https://HPA.awardcore.com> following the HPA Awards entry form submission.
2. **Outstanding Color Grading - Episode or Non-Theatrical Feature:** This award is to honor the overall achievement of the color grading within an Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special) or Non-Theatrical Feature. **Eligibility:** The credited lead Colorist(s) of the project (maximum of 1 individual or 2 individuals for co-colored projects only).

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
2. Outstanding Color Grading - Episode or Non-Theatrical Feature	3:00 of scenes in sequence as they appeared in the episode	N/A	N/A	<b>Pro Res HQ file via online upload</b>

- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the viewing material label and/or HPA Awards slate.
- b. Entry Material Specs:
  - i. Codec – Pro Res 422 HQ
  - ii. Color Space – Rec 709, gamma 2.4
  - iii. Resolution – 1920 x 1080
  - iv. 23.98 fps
  - v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. See section D (page 21) for a complete walk through of the entry submission process.
  - vi. Please include SMPTE Color Bars at either the head or the tail of the material
- c. Your viewing materials must be created following these instructions:
  - i. Five (5) seconds black;
  - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.

- iii. Three (3) minutes maximum of entry material
- iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.

- 3. Outstanding Color Grading - Commercial:** This award is to honor the overall achievement of the color grading within a Commercial. Infomercials, corporate IDs or marks and company logos are not eligible in this or any other category. **Movie trailers are not eligible in this category.**

**Eligibility:** The lead colorist of the project (maximum of 1 individual).

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
3. Outstanding Color Grading - Commercial	1:00 continuous clip; for spots with 1:00 or less runtime, submit full project	N/A	N/A	<b>Pro Res HQ file via online upload</b>

- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the viewing material label and/or HPA Awards slate.
- b. Entry Material Specs:
  - i. Codec – Pro Res 422 HQ
  - ii. Color Space – Rec 709, gamma 2.4
  - iii. Resolution – 1920 x 1080
  - iv. 23.98 fps
  - v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. See section D (page 21) for a complete walk through of the entry submission process.
  - vi. Please include SMPTE Color Bars at either the head or the tail of the material
- c. Your viewing materials must be created following these instructions:
  - i. Five (5) seconds black;
  - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
  - iii. One (1) minutes maximum of entry material;
  - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.

4. **Outstanding Editing - Theatrical Feature:** This award is to honor the overall achievement of the editing within an entire Feature Film for a theatrical release. Features that had a previously planned theatrical release but were initially made available on a commercial streaming or VOD service due to the pandemic may qualify as eligible in the theatrical feature category.

**Eligibility:** The credited lead Editor(s) of the project (maximum of 1 individual or 2 individuals for credited co-edited projects only).

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
4. Outstanding Editing - Theatrical Feature	N/A	N/A	N/A	No viewing materials required

- a. No viewing materials are required in this category. (**Note: nominees will be asked to submit a clip for use at the Awards Show.**)
- b. **Producer and facility signatures are not required in this category.**

5. **Outstanding Editing – Episode or Non-Theatrical Feature (30 Minutes and Under):** This award is to honor the overall achievement of the editing within an Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special) or Non-Theatrical Feature with a running time of 30 minutes or less.

**Eligibility:** The credited lead Editor(s) of the project (maximum of 1 individual or 2 individuals for credited co-edited projects only).

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
5. Outstanding Editing – Episode (30 Minutes and Under) or Non-Theatrical Feature	FULL PROJECT	N/A	N/A	H.264 file via online upload

- a. Entry Material Specs:
  - i. 1920 x 1080P
  - H.264 High Profile
  - Chroma 4:2:0 or 4:2:2
  - BitRate 8 Mbs
- b. Your viewing materials must be created following these instructions:
  - i. Five (5) seconds black;

- ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
- iii. The full program;
- iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
  - An **exception** to the above rule is available, where a program can be submitted in its entirety including opening and closing credits. If you are an Editor, who would like to submit a project with credits please contact the HPA Awards committee at [awards@HPAonline.com](mailto:awards@HPAonline.com) to request this exception.

**c. Producer and Facility signatures are not required in this category.**

6. **Outstanding Editing – Episode or Non-Theatrical Feature (Over 30 Minutes):** This award is to honor the overall achievement of the editing within an Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special) or Non-Theatrical Feature, with a running time of 30 minutes or longer.

**Eligibility:** The credited lead Editor(s) of the project (maximum of 1 individual or 2 individuals for credited co-edited projects only).

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
6. Outstanding Editing – Episode (Over 30 Minutes) or Non-Theatrical Feature	FULL PROJECT	N/A	N/A	H.264 file via online upload

a. Entry Material Specs:

- i. 1920 x 1080P  
H.264 High Profile  
Chroma 4:2:0 or 4:2:2  
BitRate 8 Mbs

b. Your viewing materials must be created following these instructions:

- i. Five (5) seconds black;
- ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
- iii. The full program;
- iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the

entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.

- An **exception** to the above rule is available, where a program can be submitted in its entirety including opening and closing credits. If you are an Editor, who would like to submit a project with credits please contact the HPA Awards committee at [awards@HPAonline.com](mailto:awards@HPAonline.com) to request this exception.

**c. Producer and Facility signatures are not required in this category.**

- 7. Outstanding Sound (Design, Editing, Mixing) - Theatrical Feature:** This award is to honor the overall achievement of the sound post-production work within an entire Feature Film for a theatrical release. Features that had a previously planned theatrical release but were initially made available on a commercial streaming or VOD service due to the pandemic may qualify as eligible in the theatrical feature category.

**Eligibility:** The credited Sound Designer(s), Editor(s), Lead Mixer(s); maximum of four (4) names.

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
7. Outstanding Sound - Theatrical Feature	3:00 segment or series of scenes in sequence as they appeared in the film	N/A	N/A	<b>Pro Res HQ file via online upload</b>

- a. Submissions to this category should be submitted on a Pro Res HQ file. The viewing material should include **both** the completed sound mix for judging and matching video.
- b. Sound Specs:
- c. Audio – PCM
  - i. 5.1 Sound – with the following track assignments.
    - Track 1 – Left
    - Track 2 – Right
    - Track 3 – Center
    - Track 4 – LFE
    - Track 5 – LS
    - Track 6 – RS
  - ii. Stereo
    - Track 1 – Left
    - Track 2 – Right
  - iii. Note: Stereo tracks should only be submitted when the original project was released in Stereo.
- d. Entry Material Specs:
  - i. Codec – Pro Res 422 HQ
  - ii. Color Space – Rec 709, gamma 2.4
  - iii. Resolution – 1920 x 1080

- iv. 23.98 fps
  - v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. See section D (page 21) for a complete walk through of the entry submission process.
  - e. Your viewing material must be created following these instructions:
    - i. Five (5) seconds black;
    - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
    - iii. Three (3) minutes maximum of entry material;
    - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
  - f. Please note, the Supervising Sound Editor, or other most senior member of the sound team included on the entry, must review the listed entrants and confirm, by signature, that the appropriate credited members of the sound team have been entered for Awards consideration.
8. **Outstanding Sound (Design, Editing, Mixing) - Episode or Non-Theatrical Feature:** This award is to honor the overall achievement of the sound post production work within an Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special) or Non-Theatrical Feature.
- Eligibility:** The credited Sound Supervisor and Sound Designer(s), Editor(s) and Mixer(s); maximum of five (5) names.

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
8. Outstanding Sound - Episode or Non-Theatrical Feature	3:00 segment or series of scenes in sequence as they appeared in the episode	N/A	N/A	<b>Pro Res HQ file via online upload</b>

- a. Submissions to this category should be submitted on a Pro Res HQ file. The viewing material should include **both** the completed sound mix for judging and matching video.
- b. Sound Specs:
- c. Audio – PCM
  - i. 5.1 Sound – with the following track assignments:
    - Track 1 – Left
    - Track 2 – Right
    - Track 3 – Center
    - Track 4 – LFE
    - Track 5 – LS
    - Track 6 – RS

- ii. Stereo
  - Track 1 – Left
  - Track 2 – Right
- iii. Note: Stereo tracks should only be submitted when the original project was released in Stereo.
- d. Entry Material Specs:
  - i. Codec – Pro Res 422 HQ
  - ii. Color Space – Rec 709, gamma 2.4
  - iii. Resolution – 1920 x 1080
  - iv. 23.98 fps
  - v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. See section D (page 21) for a complete walk through of the entry submission process.
- e. Your viewing material must be created following these instructions:
  - i. Five (5) seconds black;
  - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
  - iii. Three (3) minutes maximum of entry material;
  - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
- f. Please note, the Supervising Sound Editor, or other most senior member of the sound team included on the entry, must review the listed entrants and confirm, by signature, that the appropriate credited members of the sound team have been entered for Awards consideration.

- 9. Outstanding Sound (Design, Editing, Mixing) - Commercial:** This award is to honor the overall achievement of the sound post work within a Commercial. Infomercials, corporate IDs and marks or company logos are not eligible in this or any category. **Movie trailers are not eligible in this category.**

**Eligibility:** The Sound Designer(s), Editor(s) and Mixer(s); maximum of four (4) names.

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
9. Outstanding Sound - Commercial	1:00 continuous clip; for spots with 1:00 or less runtime, submit full project	N/A	N/A	<b>Pro Res HQ file via online upload</b>

- a. Submissions to this category should be submitted on a Pro Res HQ file. The viewing material should include **both** the completed sound mix for judging and matching video.

- b. Sound Specs:
  - c. Audio – PCM
    - i. 5.1 Sound – with the following track assignments.
      - Track 1 – Left
      - Track 2 – Right
      - Track 3 – Center
      - Track 4 – LFE
      - Track 5 – LS
      - Track 6 – RS
    - ii. Stereo
      - Track 1 – Left
      - Track 2 – Right
    - iii. Note: Stereo tracks should only be submitted when the original project was released in Stereo.
  - d. Entry Material Specs:
    - i. Codec – Pro Res 422 HQ
    - ii. Color Space – Rec 709, gamma 2.4
    - iii. Resolution – 1920 x 1080
    - iv. 23.98 fps
    - v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. See section D (page 21) for a complete walk through of the entry submission process.
  - e. Your viewing material must be created following these instructions:
    - i. Five (5) seconds black;
    - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
    - iii. One (1) minute maximum of entry material;
    - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
10. **Outstanding Visual Effects - Theatrical Feature:** The HPA Awards recognizes that multiple visual effects production companies and hundreds of artisans can contribute to the overall visual effects within an entire Feature Film for a theatrical release. We seek to recognize and honor the contributions of these organizations and artisans. This award is to honor the outstanding achievement in visual effects in a sequence or sequences created by an artist or team of artists. Features that had a previously planned theatrical release but were initially made available on a commercial streaming or VOD service due to the pandemic may qualify as eligible in the theatrical feature category.
- Each facility or team may submit only one (1) entry per Feature Film.
- Title sequences are excluded from this category.

**Eligibility:** A maximum of five (5) credited individuals are eligible in this category. They may include any combination of up to five (5) Visual Effects Artists, Supervisors and Producers.

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
10. Outstanding Visual Effects - Theatrical Feature Film	3:00 of scenes in sequence as they appeared in the film	3:30	N/A	<b>Pro Res HQ file via online upload</b>

- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the submission media label and/or HPA Awards slate.
- b. Entry Material Specs:
  - i. Codec – Pro Res 422 HQ
  - ii. Color Space – Rec 709, gamma 2.4
  - iii. Resolution – 1920 x 1080
  - iv. 23.98 fps
  - v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. See section D (page 21) for a complete walk through of the entry submission process.
- c. **“Making Of” clips are required** and should include video and audio commentary that explains how the work was created. This may include elements, animatics, etc. It may not include the name of individuals or the facilities that did the work or offer opinions about the quality of the work. The “Making Of” must follow entry material on the submission media.
- d. Visual Effects entry viewing materials must be created following these instructions:
  - i. Five (5) seconds black;
  - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
  - iii. Three (3) minutes maximum of entry material;
  - iv. Five (5) seconds black;
  - v. Three and a half (3:30) minutes maximum of “Making Of” material;
  - vi. Do not separate your entry material and “Making of” into chapters.
  - vii. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
- e. Visual Effects entries should have only one **TRT** running from the beginning of the clip to the end of the “making of” segment.

- f. Please note, the most senior member of the visual effects team included on the entry must review the listed entrants and confirm, by signature, that the appropriate credited members of the visual effects team have been entered for Awards consideration.

#### **11. Outstanding Visual Effects – Episode (13 Episodes and Fewer) or Non-Theatrical Feature:**

**Feature:** This award is to honor outstanding achievement in visual effects for an Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special), with a season consisting of 13 episodes or less, or a Non-Theatrical Feature.

Multiple episodes of the same series are eligible provided that the individual episode and visual effects team are different.

Title sequences are excluded from this category.

**Eligibility:** A maximum of five (5) credited individuals are eligible in this category. They may include any combination of up to five (5) Visual Effects Artists, Supervisors and Producers.

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
11. Outstanding Visual Effects – Episode (13 Episodes and Fewer) or Non-Theatrical Feature	2:00 of scenes in sequence as they appeared in the episode	2:00	N/A	<b>Pro Res HQ file via online upload</b>

- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the submission media label and/or HPA Awards slate.
- b. Entry Material Specs:
  - i. Codec – Pro Res 422 HQ
  - ii. Color Space – Rec 709, gamma 2.4
  - iii. Resolution – 1920 x 1080
  - iv. 23.98 fps
  - v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. See section D (page 21) for a complete walk through of the entry submission process.
- c. **“Making Of” clips are required** and should include video and audio commentary that explains how the work was created. This may include elements, animatics, etc. It may not include the name of individuals or the facilities that did the work or offer opinions about the quality of the work. The “Making Of” must follow entry material on the submission media.

- d. Visual effects entry viewing materials must be created following these instructions:
  - i. Five (5) seconds black;
  - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
  - iii. Two (2) minutes maximum of entry material;
  - iv. Five (5) seconds black;
  - v. Two (2) minutes maximum of “Making Of” material;
  - vi. Do not separate your entry material and “Making Of” into chapters. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
- e. Visual effects entries should have only one **TRT** running from the beginning of the clip to the end of the “making of” segment.
- f. Please note, the most senior member of the visual effects team included on the entry must review the listed entrants and confirm, by signature, that the appropriate credited members of the visual effects team have been entered for Awards consideration.

**12. Outstanding Visual Effects – Episode (Over 13 Episodes):** This award is to honor outstanding achievement in visual effects for an Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special), with a season consisting of more than 13 episodes.

Multiple episodes of the same series are eligible provided that the individual episode and visual effects team are different.

Title sequences are excluded from this category.

**Eligibility:** A maximum of five (5) credited individuals are eligible in this category. They may include any combination of up to five (5) Visual Effects Artists, Supervisors and Producers.

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
12. Outstanding Visual Effects – Episode (Over 13 Episodes)	2:00	2:00	N/A	<b>Pro Res HQ file via online upload</b>

- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the submission media label and/or HPA Awards slate.
- b. Entry Material Specs:
  - i. Codec – Pro Res 422 HQ
  - ii. Color Space – Rec 709, gamma 2.4
  - iii. Resolution – 1920 x 1080
  - iv. 23.98 fps
  - v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. See section D (page 21) for a complete walk through of the entry submission process.
- c. **“Making Of” clips are required** and should include video and audio commentary that explains how the work was created. This may include elements, animatics, etc. It may not include the name of individuals or the facilities that did the work or offer opinions about the quality of the work. The “Making Of” must follow entry material on the submission media.
- d. Visual effects entry viewing materials must be created following these instructions:
  - i. Five (5) seconds black;
  - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
  - iii. Two (2) minutes maximum of entry material;
  - iv. Five (5) seconds black;
  - v. Two (2) minutes maximum of “Making Of” material;
  - vi. Do not separate your entry material and “Making Of” into chapters.
  - vii. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
- e. Visual effects entries should have only one **TRT** running from the beginning of the clip to the end of the “Making of” segment.

## **SECTION D: STEP BY STEP ONLINE ENTRY INSTRUCTIONS**

**Eligibility Period:** Sept. 4, 2019 – Sept. 9, 2020

**Deadline for entries:** August 21, 2020 at 5:00 pm PDT

**Online Submissions Accepted:** Starting July 6, 2020

Entry forms must be filled out online to generate a submission number.

1. Website: go to <https://HPA.awardcore.com>
2. Create your account and check your email's inbox for an access link.
3. Log in with link provided in confirmation email, fill out a user profile, and check the box stating that you agree to the HPA Privacy Policy. After you check the box where indicated, click "Save."
4. To start the submission process, click on "New Entry."
5. Select a category from the drop-down menu and choose "Submit."
6. Please read the instructions, and carefully fill out form as instructed.
7. **Project Information:** Fill out the basic information for this entry where indicated for: Project Title/Episode, Premier or First Air Date, TRT of submitted clip, Distributor, Agency and Client (for Commercial entries only).
8. **Contacts**
  - a. **Submitter's Information:** Please fill in all of your contact information here.
  - b. **Production Representative (Project Producer, Supervisor or other Production Representative):** Please enter the Name, Title, and Contact information for your project's Producer, Supervisor or other Production Representative (Production side, not Post Producer) who can confirm the entrant's eligibility if needed.
  - c. **Facility Acknowledgement of Entry:** A contact is required if the work was done at a facility or by an artist(s) while employed at or engaged by a facility. Please enter the name and contact information for the facility manager or authorized facility representative who can confirm the entrant's eligibility if needed.
  - d. Check membership box if a member of HPA or SMPTE.
  - e. **Entrant(s):** Fill in contact information for each entrant.
    - i. For those submitting an entry on behalf of an entrant or team of entrants, if you choose to supply your own e-mail contact information, it is your responsibility to forward all HPA Awards correspondence – in a timely manner– directly to the entrant(s).

- ii. Please review all entrant information carefully. By submitting an entry, the submitter confirms that all entry information is complete, true and correct. The HPA has no liability for, or obligation to correct any incorrect information such as missing information, misspelled names, ballot listings or subsequent incorrect publicity that is the result of incorrect information submitted on the entries.
  - iii. Each category has a maximum number of eligible entrants. Do not submit entrant information for more than this maximum number of allowed entrants on an entry form.
9. **Terms & Conditions:** Review your entry for accuracy and completeness. Then check the box indicating that you have read and followed the HPA Awards entry rules.
10. **Submit:** After you choose “Submit” you will be taken to the “Upload Media” page. You have the choice to upload your media now, or upload later. *This is not required for the Color Grading - Theatrical Feature category.*
11. **Entries Page:** This is your “dashboard.” It is on this page that you will be given an entry number, download your Entry Form for signatures, upload the signed Entry Form, descriptive materials, media, and payment.
- a. Entry Form: When you are satisfied that all the information on your Entry Form is correct, the next step is to;
  - b. Download the Entry Form: this will allow you to print the form for signature(s). Your printed entry form must be signed by the Submitter.
  - c. Upload Signed Entry Form: After your Entry Form has been signed you can upload the signed document here.
  - d. Download Slate: When you are ready to upload your entry materials, download this approved HPA Awards Slate and add to the head of your entry material. Slates are auto-generated and will be pre-populated with your submission number and other pertinent identification information.
  - e. Upload Media: This is where you will upload your viewing materials (not required for Editing-Theatrical Feature entries).
    - i. Click “Upload Media” button and choose the media file to be uploaded.
    - ii. Steps are as follows:
      - a. When upload is complete, a thumbnail image will replace the awards logo in the far left of the submission column. To check your upload, you can click on the thumbnail image.
      - b. If your media fails to upload, you will receive you an error message as to why. You can also contact tech support at [HPA@awardcore.com](mailto:HPA@awardcore.com)
      - c. **Upload Descriptive Materials:** Required for Color Grading-Theatrical Feature Film, Upload a PDF of your descriptive materials here.

- f. Payment: On your dashboard click the box “ready to pay” and then “finalize and pay.” You can choose to process payment for each entry individually, or for multiple entries at one time. Please note, once you “finalize and pay” you cannot edit your entry. This will take you to the payment page. Choose “pay by credit card online” or “pay by check.”
- Credit Card  
Enter your credit card information and submit.
  - Check  
Make check payable to:  
Hollywood Professional Association  
And mail to:  
2501 W. Burbank Blvd, Suite 207  
Burbank, CA 91505
  - EFT or ACH  
Contact Zach Manz at [zmanz@HPAonline.com](mailto:zmanz@HPAonline.com) for bank details

#### **SECTION E: ENTRY FEES**

1. The total fee for each entry, regardless of how many individuals are being named:
  - a. Entries will be \$95 for HPA and SMPTE members and \$125 for non-members
  - b. HPA and SMPTE Corporate member companies may submit all entries from that company under the membership rate. Individual members may use the member rate for entries where that individual is the entrant.

#### **SECTION F: NOMINATIONS & JUDGING**

1. Judging panels with a minimum of seven (7) participants per panel will select the nominees in each category. A judge must be a full-time production or post-production professional with expertise in the category that they are judging. Voting will take place by secret ballot.
2. “Conflict of Interest” refers to the situation in which a judging panelist would be judging an entry in a category in which the judging panelist is also (i) an Entrant, (ii) a Submitter, or (iii) a current officer, director or employee of the same corporate entity where an Entrant or a Submitter is a current officer, director or employee.
3. If a “Conflict of Interest” exists, the judging panelist must (i) mark that entry with the word “abstain” on their ballot and refrain from influencing the vote of other judging panelists.

4. Where possible and appropriate, the HPA Awards Committee will strive to nominate up to five (5) entries per category. There may be fewer than five (5) nominations or none at all if deemed appropriate. A category may have more than five (5) nominations only if there is a tie for one (1) of the nominations.
5. Scoring is on a scale of 1-10; the highest average scores will determine the nominations and winners.

## **SECTION G: CLEARANCES & OWNERSHIP**

1. By entering the Work in the HPA Awards competition, the Submitter warrants that he/she has the right to submit the Work, and HPA will consider the work cleared for only the following uses:
  - a. Screening by the HPA staff and HPA Awards committee for the purposes of vetting a submission
  - b. Screening by the judging panels and associated personnel for the purpose of evaluating and processing the work
  - c. Screening during the virtual HPA Awards Ceremony for HPA members and guests
2. For finalists in the Outstanding Editing – Theatrical Feature category, HPA will request that a high-resolution clip of the Work be obtained for use at the non-broadcast HPA Awards Ceremony.
3. **The physical copies of all material provided by Submitter to the HPA shall be held by the HPA free and clear of any liens or encumbrances.**
4. The 2020 HPA Awards are being presented as an online event in November, 2020. By entering, submittor authorizes the use of clips during the online event. In the event of any other uses of the clips as used in the online event, the HPA will obtain the required rights and permissions from the copyright owner and/or distributor of the material.

## **SECTION H: HPA SPECIAL AWARDS**

*Different from all other categories in the HPA Awards, the following awards are not up for submission or judging. Rather, these awards may be bestowed on an individual, a company or an organization. The HPA Board of Directors and HPA Awards Committee will select the candidates and recipient(s), if any. These are discretionary honors.*

### **1. Charles S. Swartz Award**

The Charles S. Swartz Award recognizes broad, impactful or lasting contributions that have advanced and/or provided some unique purpose to the larger media content

ecosystem. The Award may be conferred on a person, group, or company that has made a significant artistic, technological, business or educational impact across diverse aspects of the media industry.

**2. Lifetime Achievement Award**

The Lifetime Achievement Award may be awarded by the Hollywood Professional Association to an individual who, during his or her lifetime, is recognized for their service and commitment to the professional media content industry. The mission of this award is to give deserving and respectful recognition to specific individuals who have, with great service, dedicated their careers to the betterment of our industry.

**3. Judges Award for Creativity and Innovation**

The HPA Judges Award for Creativity and Innovation Award was conceived to recognize companies and individuals who have demonstrated excellence, whether in the development of workflow and process to support creative storytelling or in technical innovation. The Judges Award is chosen by a jury of experts and peers.

**SECTION I: HPA AWARDS WINNERS**

1. All Award winners will be announced at the HPA Awards Event on the day specified in the Schedule. Each HPA Award will be presented to the individual or individuals specifically listed as an entrant in the submission form.
2. All winner information, including spelling of the winners' names, is the responsibility of the Submitter and will be taken directly off the submission.

**SECTION J: THE PHYSICAL HPA AWARD**

1. The HPA owns and reserves all rights to each physical HPA Award (including the intellectual property rights, design and any trademarks or patents thereon).
2. The HPA grants each recipient of a physical HPA Award and his/her heirs a limited license to possess and display the physical HPA Award for personal use only. Any other use is not permitted without the prior written consent of the HPA.

**CONTACT INFORMATION**

HOLLYWOOD PROFESSIONAL ASSOCIATION  
2501 W. Burbank Blvd., Suite 207  
Burbank, CA 91505

Phone: 818-273-1508

QUESTIONS? [awards@HPAonline.com](mailto:awards@HPAonline.com)  
HPA AWARDS WEBSITE [www.HPAawards.net](http://www.HPAawards.net)