**OPEN PROGRAMME**

**PERSONAL OR GROUP DETAILS**

|  |  |
| --- | --- |
| Full Name of  Contact Person\* |  |
| Contact E-mail\* |  |
| Phone |  |
| Address of exhibition or event Venue\* |  |
| Web site if any |  |
| Facebook/Twitter |  |
| LAUNCH DATE\* |  |
| DATES RUNNING\* |  |
| OPENING HOURS\* |  |
| Short Bio **in third person** (250 words) – of Artist, Group or Organisation\* | |

**EXHIBITION OR EVENT DETAILS AS THEY WILL BE PUBLISHED**

|  |  |
| --- | --- |
| Title\* |  |
| Artist(s)\* |  |
| Description – of Project / Exhibition\* — all references to individuals must be in third person | |

**Submissions deadline: midnight 5th June 2022.**

**RULES AND GUIDELINES**

Please read ALL the information in this page carefully before submitting your projects and follow all the steps. Should you have any further questions, please contact [**pif.submissions@gmail.com**](mailto:pif.submissions@gmail.com)

**HOW TO SUBMIT**

To submit, follow these steps:

1 – Fill in this form.  
2 – Prepare a **DropBox, WeTransfer, or similar** with your images as described in the **Image Requirements** section.

3 – Email the filled in form to **pif.submissions@gmail.com,** pasting your shared DropBox URL in the body of the email, or followed by the WeTransfer email.

**IMAGE REQUIREMENTS**

All your images should be submitted in two formats:

1. Low Res: As RGB JPGs of 2000px on the longer side, on 72dpi, filenamed as L\_YOURLASTNAME.jpg (example: L\_PARR01.jpg, L\_PARR02.jpg), to a maximum of 20 images per project.

2. High-Res: As the Open Programme will be shared with media partners, they require hi-res versions of your files for printing purposes. Please supply these via [**DropBox**](https://www.dropbox.com/)**, WeTransfer, or similar**. All your hi-res images should be shared with us as RGB TIFFs of 2000px on the longer side, on 300dpi, filenamed as H\_YOURLASTNAME.jpg (example: H\_PARR01.jpg, H\_PARR02.jpg), to a maximum of 20 images. If these are not supplied, they cannot be included in the press kit. PhotoIreland Festival is not responsible for pursuing these files from the submitting individual/group

Your images **must**have an [EXIF](http://www.digicamhelp.com/glossary/exif-data/) properly captioned with title, artist, description, year, and copyright. The EXIF secures that your image will always be attributed to you. To edit your images EXIF, check free resources like the ones listed on [this website](http://www.digicamhelp.com/processing-photos/basic-editing/free-software/), or use Photoshop (File > File info).

Note: You can reduce the file size of TIFFs by saving these with JPG compression, a function available in most of Photoshop versions. Please, make sure they also have the right EXIF information.

**TERMS & CONDITIONS**

By participating in this submission process, you agree to allow us to publish and distribute your images in the context of PhotoIreland Festival 2022, in order to promote both your work and the PhotoIreland Festival events. All materials submitted will be kept in digital format for archival reasons. Any future use of the material shall depend on the approval of the authors.

All Open Programme events are included in the PhotoIreland Festival Press Kit, which is shared with national and international media. Please make sure the materials submitted are ones you consent to sharing and the text is correct. Only high-res images can be included in the press kit.

PhotoIreland will cover no costs incurred in regards to production, travel, accommodation, or subsistence related to the Open Programme participants.

PhotoIreland shall not be held responsible for any late submissions or technical problems in the submission phase. If for some reason you do not receive a response within 72 hours, please contact the organisers.

If your event is cancelled or any changes occur to its schedule or artists list, this information must be communicated immediately so we can update this information online.

By submitting this application form, you agree to and accept the outlined Terms and Conditions.

**We wish you the best of luck with your exhibition  
and thank you for your participation.**