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9. Please ensure there is no virus present on your CD. A check will be carried out on CD's when received and any suspected of having a Virus will be rejected. If this is the case there may not be time for you prepare and submit another.
10. You are strongly recommended to have your CD of images Projected prior to submission. If this is not possible you should, at least, run the CD on a computer, *other than that used to load your Entry*, to make sure the images display correctly.
11. Due to the need to pre-load Entries into the software **prior** to the Adjudication it is essential that you adhere to the deadline dates for submission set out in the Entry pack issued to you by the Awards Secretary. Late entries will be disqualified.
DIGITAL ENTRIES CANNOT BE BROUGHT ON THE DAY OF THE ADJUDICATION.
12. Entry CD's will not be returned but will be kept secure until they are destroyed after the Adjudication. If you are successful, the PAGB reserve the right to retain your submission for use in future Adjudication "Warm Up" panels, PAGB publicity purposes including Awards Advisory days and display on their Website and possible inclusion in a Recorded Lecture. You will retain Copyright.
13. Whilst every effort will be made to safeguard your entry the PAGB cannot accept any liability for lost or damaged CD's, failure of them to run on the equipment we use nor for any unauthorised use of any of the images they contain.
14. Each entrant will be required to sign the Entry Form confirming that they own the sole copyright of **all** elements of every image making up their Entry.

Should you have any further queries regarding your Entry these should be addressed to:-

PAGB Awards for Photographic Merit Secretary
Leo Rich ARPS, EFIAP, DPAGB, APAGB
81Hilltop Way, Castle Hill, Salisbury, Wilts SP1 3QQ
Email leorich2002@aol.com

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The Photographic Alliance of Great Britain

AWARDS FOR PHOTOGRAPHIC MERIT

GUIDANCE NOTES DIGITALLY PROJECTED IMAGES

**EDITION ONE
AUGUST 2008**

The Awards Committee of the PAGB wish to ensure that the images you submit are projected as accurately as possible.

To achieve this aim please ensure your images are submitted taking the following into account.

1. Images will be shown to the assessors using a digital projector and PC/laptop which will be fully calibrated.
2. The image size will be 1400 pixels maximum in the horizontal (landscape) mode and 1050 pixels maximum in the vertical (portrait) mode. These sizes are the native resolution of the projector and, using these dimensions, will provide optimum viewing. Any unused space will generate a Black or Grey background (see note 4 below)
3. Images submitted which are larger than the above will be disqualified as we are not prepared to alter/adjust any image or submission in any way.
4. Submitted images may be sized less than the maximum above (e.g. 1024 x 768 pixels) but they will project smaller on the Screen against the background of Grey or Black generated by the software. If any image is smaller than the maximum sizes specified above in either direction it is recommended that you **DO NOT** fill the unused space with your own border, surround or background as this may clash with that generated automatically by the software (Black or Grey).
5. Do not show the title or author's name within the maximum image size above, as images that do contain this information will be disqualified.
6. Each image should be:-

File Type	tiff (uncompressed) or jpg (12)	tiff is favoured for quality
Mode	RGB Colour, 8 bits only or Greyscale 8 bits	
Colour Space	sRGB	
Compression	None	
Layers	Flattened	
Alpha Channels	Removed	

7. Submit your images **only on a CD-R**. Do not use CD-RW or DVD neither of which are acceptable. Do not put your images in a Folder. Load them separately using the file format specified below. Mark your CD, using an indelible pen, with your **Name, ID Number, and the Adjudication** you are entering (e.g. Scotland Nov 2009) **DO NOT USE ANY LABELS ON THE CD** other than those specifically for this purpose..

8. Each image should be allocated the same file name to correspond with the Entry Form* and made up of **the Image number_Personal ID number_Title**. The personal ID number will be shown in your Entry Pack, and on the Entry Form which will be sent to you by the Awards Secretary.

For example, if Joe Bloggs has a Personal ID number of CE999 and his first image is Summer Sunset the file name should be **01_CE999_Summer Sunset** If image number 10 is Butterfly the file name is **10_CE999_Butterfly**

Please ensure you use an **UNDERSCORE** as a separator not a Hyphen (which is the same key but accessed by the Upper Case Key) and place a Zero (0) before any single digit number (eg 06, 08) Please make sure there are no spaces between the image number and the ID number nor between the ID number and the Title.

The title part of the filename (which can be in capitals) must be limited to 20 characters maximum and **MUST NOT** include your name (or part there of) - any that do will be disqualified.

* This shortened title is only for the file name. You will be required to show the **full** title on the Entry Form itself.