# 賽馬會 ifva Everywhere - 48 小時短片製作挑戰賽

## 參賽指引

經常有精彩畫面在腦海閃過?靈感只在一瞬間,錯過一次創作的機會,便有可能浪費一個觸動人心的故事 — 想到,就應該立刻去做!「賽馬會 ifva Everywhere — **48 小時短片製作挑戰賽**」給您一個發揮平台,將新鮮熱辣的概念拍成一條 5-8 分鐘的獨立短片。

今屆挑戰賽將由原來 12 隊參賽隊伍增加至 50 隊,比賽為期兩日兩夜,考驗大家當機立斷的團隊精神。參賽隊 伍要在 48 小時內寫好劇本、設計演員造型、選定場景、埋位拍攝,還要處理剪接、配樂和音效等後期工作。能 夠於限時內完成挑戰,帶著作品衝刺的隊伍,將有機會奪得專業評判選出的「沒有不可能獎」(獎金港幣 5 萬元正)和觀眾一人一票選出的「成就不可能獎」(獎金港幣 5 萬元正)。

拒絕猶豫,立即組隊參賽,全力衝刺!

## 報名資格

- 一、 團隊組成 3-12 人
- 二、不限國籍、性別、年齡
- 三、 必須提交主創名單,主創包括:導演、編劇及攝影# (一經遞交報名均不得於拍攝期間更換主創,若拍攝期間有需要更換主創均須得到主辦單位同意)
- 五、 資歷/經驗 曾參與影像製作為佳
- # 導演可同時擔任編劇或攝影之崗位

## 報名方法

挑戰賽只接受網上報名,報名網址:<u>https://goo.gl/U4qqqg</u>

報名所需資料:

- 一、 團隊資料
- 二、 參賽原因
- 三、 過往作品,並須符合以下各項要求
  - a. 在片頭/片尾的製作人員名單中清楚顯示主創隊員所擔任的崗位
  - b. 提交不多於 3 個作品,請將作品上載至 YouTube 或 Vimeo 及設定為「不公開」

## 評選及獎項

主辦單位會根據所有報名團隊所提交的資料進行篩選,成功參賽隊伍由去年 12 隊增加至今年共 50 隊。50 個參賽隊伍將於 8 月 17 至 19 日期間進行比賽,完成作品將於 9 月上旬於電影院內放映,並由評審團選出 10 部入圍作品,並於 9 月 30 日之 ifva 影像嘉年華進行露天放映。

#### 挑戰賽設有兩個獎項:

- 「沒有不可能獎」(港幣 \$ 50,000 現金獎) 由三位專業電影人組成的評審團選出
- 「成就不可能獎」(港幣 \$ 50,000 現金獎) 由入圍作品戶外放映會的現場觀眾以一人一票形式投選出



評選詳情及準則請見「詳情及規則」。

## 截止及公佈入選結果日期

參加者須於 2018 年 6 月 29 日(星期五)香港時間下午 6 時或之前於網上遞交報名表格。

入選隊伍會於 2018 年 7 月下旬收到確認通知,入選結果亦於官方網頁 <u>www.ifva.com/ifvaeverywhere</u> 內公佈。 未能入選之隊伍將被自動列入後補名單,如有餘額,主辦將會另行通知。

## 重要期程

2018年6月29日(星期五)
香港時間下午六時正
2018年7月下旬
2018年7月下旬 或 8月上旬
地點待定
<u>起步禮</u>
2018年8月17日(五)17:00 - 19:00
香港藝術中心正門
比賽官方時間
2018年8月17日(五)19:00 - 2018年8月19日(日)19:00
收件時間
2018年8月19日(日)17:00 - 19:00
香港藝術中心 LB 樓何鴻章排練室

作品放映會	2018年9月上旬時間地點會於8月19日後公佈
入圍名單公佈	2018年9月
入圍作品戶外放映及頒獎禮	2018 年 9 月 30 日 (日) 晚上 ifva 影像嘉年華@中環愛丁堡廣場

# 「挑戰賽」詳情及規則

#### 一、時間

「48 小時短片製作挑戰賽」會在 2018 年 8 月 17 日 (星期五) 19:00 至 2018 年 8 月 19 日 (星期日) 19:00 (香港時間)舉行。此時間為**官方比賽時間**。參賽隊伍必須在指定時間內完成作品·並於 2018 年 8 月 19 日 (星期日) 17:00 - 19:00 期間遞交到香港藝術中心 LB 樓何鴻章排練室。遲交作品將被取消資格。

#### 二、創作

所有創作須在官方比賽時間內進行,不可在官方比賽時間前開始創作。

「創作」包括但不限於以下幾項:

- 撰寫劇本
- 設計音效
- 設計服裝/場地
- 匯出

● 拍攝

● 輸出影片

● 剪接

#### 比賽前可做的準備:

- 招募工作人員
- 檢查器材
- 甄選演員
- 勘察場地

#### 三、作品長度

影片内容長度最短為5分鐘,最長為8分鐘(包括片尾字幕)。

#### 四、指定元素

參賽影片中必須出現三項指定元素,三項指定元素將於起步禮時公佈。

- 一個特定角色
- 一件道具
- 一句對白

#### 五、字幕

參賽隊伍必須在其作品加上中英文字幕

#### 六、片頭及片尾字幕

- 參賽作品的片頭必須加入主辦單位提供的字卡
- 參賽作品的片尾字幕中必須加入以下字句:

本片為 2018 年「賽馬會 ifva Everywhere - 48 小時短片製作挑戰賽」之製作影片

This film was made for the Jockey Club ifva Everywhere – 48 Hour Film Challenge 2018.

#### 及以下兩組標誌:

- 主辦 香港藝術中心 及 ifva
- 主力贊助 香港賽馬會慈善信托基金

#### 七、所需資料

各參賽隊伍須於官方比賽時間內遞交下列資料,資料必須儲存在 USB 隨身碟\*內:

- 參賽影片之電子檔案 (格式:1920 x 1080 ProRes mov)

- 3 張最能代表其參賽影片之劇照

故事大綱(中文:不多於 100 字)

- 創作者的話 (中文: 不多於 100 字)

另外,各參賽隊伍須於 2018 年 8 月 27 日(星期一) 18:00 或之前遞交一張參賽影片之宣傳海報

格式: Adobe Illustrator (AI) or Photoshop(PSD) file

尺寸: 1016(w) x 1524(h) mm

\*USB 隨身碟必須格式化成 exFAT 磁碟格式。USB 隨身碟將不獲發還。

## 八、影片版權

短片内的所有片段、動畫、特效都需在官方比賽時間內拍攝及製作·不可使用任何非比賽時間內拍攝的片段 或鏡頭。(註:參賽隊伍可使用有版權許可的影片素材·以用於後期製作或置於背景中。惟素材必須適當分 佈於 48 小時內製成的原創影片中。可用的素材包括子彈、火、爆破、色鍵技術等·但不可使用有人或演員 的影片素材。)

#### 九、音樂版權

參賽隊伍應盡量在影片中使用原創音樂。影片內的音樂及聲音特效可預先錄製·不需在比賽期間製作,惟參賽隊伍需擁有影片內所有音樂的版權。參賽者只應該於獲得有關第三者事先書面同意的情況下於參賽影片中採用第三者之音樂·如有任何獲授權採用之音樂·須根據有關版權法於參賽影片中註明。主辦單位將不會直接或間接為任何抵觸版權法例而引起的責任負責。參賽者同意及承諾會接受及為所有該等由此而起的責任負責。

#### 十、參賽資格

- 1) 各參賽隊伍的主創隊員所擔任之崗位定必須與所提交的報名表格所列明之崗位相同·若於拍攝期間需要更換主創隊員均須得到主辦單位同意。
- 2) 各參賽隊伍若有任何形式之贊助,均須於挑戰賽開始前得到主辦單位同意。
- 3) 參賽影片不可包含任何形式之商業廣告宣傳。

- 4) 參賽者須確保整個製作過程及所有影片內容均不以任何形式違反任何適用的法律及法規。
- 5) 參賽影片須為參賽者之原創作品·所有參賽影片中之圖像、影像、聲音、音樂、劇本等影片素材均須 為參賽隊伍原創(除本規則第八條所指用於後期製作或置於背景中而有版權許可的影片素材外)·不得 侵害他人任何版權及任何第三者之任何權利。若引用或參考他人著作須取得該著作的版權擁有人的授 權同意。參賽者須為任何侵權行為負上全責·如因侵權行為引起任何索償·須向主辦單位賠償。
- 6) 參賽影片須適合向公衆放映,不能含有任何違法或具爭議性的內容,包括但不限於以下內容。淫褻及不雅;暴力;人身攻擊或誹謗;侵犯別人的私隱和權利;政治;宗教、種族、性別、殘疾及任何其他形式的歧視;十八歲以下人士吸煙、喝酒或向其售賣煙酒之鏡頭。
- 7) 若參賽影片含有不當內容·或被電影、報刊及物品管理辦事處評爲 III 級影片或不適合公開放映·主辦單位將取消該作品之公開放映及競逐公眾票選的「成就不可能獎」的資格。
- 8) 參賽影片若被電影、報刊及物品管理辦事處評列為 IIA 級或 IIB 級,主辦單位將會按照場地要求決定 是否能夠安排在公開放映會內放映。未能放映的參賽短片將無法參與競逐公眾投選的「成就不可能獎」。
- 9) 任何報名參加挑戰賽的隊伍,除非得到主辦機構的書面同意,參賽者不可因任何原因要求退出比賽。
- 10) 在下列情況下,主辦機構保留取消任何參賽者資格之權利:
  - i). 主辦機構有足夠證據顯示參賽者違反參賽條款及規則。
  - ii). 參賽者提供虛假、失實或不足之資料。
  - iii). 參賽者以任何方法影響參賽過程。
- 11) 如有爭議,主辦單位保留決定參賽者資格及作公開放映之最終權利。
- 12) 所有參賽作品一律不得參加「ifva 獨立短片及影像媒體比賽」。

#### 十一、 評選及獎項

所有合資格作品將由影評人、文化傳媒人、資深影迷等組成的評審團進行甄選,並選出十部入圍作品。十部 入圍作品將角逐以下兩個獎項:

- (1) 沒有不可能獎 港幣 \$ 50,000 現金獎
  - 由三位專業電影人組成的評審團,根據以下評審標準甄選,選出優勝作品
    - i. 獨立精神(包括富原創性、實驗性、非主流視角、人文精神等特點)
    - ii. 創意
    - iii. 電影技術的執行能力
    - iv. 作品的整體水平
- (2) 成就不可能獎 港幣 \$ 50,000 現金獎
  - ◆ 入園作品戶外放映會的現場觀眾將以一人一票形式投選出優勝作品。
  - 每位準時入場的觀眾可獲一張選票·放映完畢後會進行即場投票·獲最多票數的作品將贏得獎項。

#### 十二、放映及頒獎典禮

所有合資格作品將會於電影院作公開放映·而最後十部入圍作品將會於 2018 年 9 月 30 日(星期日) 晚上假中環愛丁堡廣場舉行的「賽馬會 ifva Everywhere – 影像嘉年華」公開放映。頒獎典禮亦會同時舉行。屆

時所有入圍隊伍均須出席。

## 十三、影片發佈

參賽隊伍於放映會前不得以任何方式發佈其參賽影片·包括上載影片至任何網頁或向任何參賽隊伍以外的 人放映。

## 十四、 網上發佈

主辦單位會於入圍作品戶外放映會後將參賽作品上載至主辦單位的官方網上平台供公眾觀賞。

## 十五、 挑戰賽起步禮

每隊入圍隊伍必須至少派三位代表出席於 2018 年 8 月 17 日 (星期五)下午 5 時舉行的起步禮‧屆時將公佈是次挑戰賽的主題及指定元素‧例如指定人物、對白、道具、類別或背景設定等‧最終作品必須包含這些指定元素。

## 十六、最終決定權

主辦單位有唯一及絕對的酌情權作出最終決定以處理一切已列明及/或未有列明於本指引有關參賽要求及 規則之事項的爭議。主辦單位保留修訂該等規則之權利。

## 十七、 差異

如上述參賽要求及規則的中英文本有差異,必須以中文本為準。

# Jockey Club ifva Everywhere – 48 Hour Film Challenge Guideline

Have you got awesome images appearing in your mind all the time? The muse comes and goes, and if you miss out one chance, a heartrending story might have been wasted – so, when ideas pop up, grab it and go for it! Jockey Club ifva Everywhere – **48 Hour Film Challenge** will be an opportunity for you to turn the freshest ideas into a 5 to 8 minute indie short film!

<u>50</u> teams will be selected to participate in the Film Challenge. In 2 days and 2 nights with limited time and resources, a challenge on team spirit would put participants' creativity and organization skills to the test. Survive through writing plots and scripts, shooting and post-production. Teams who sprint to the finish line with completed short films will be eligible to compete for the "Jury Prize" (cash prize of HK\$50,000) and the "Audience Prize" (cash prize of HK\$50,000)!

Hesitated no more. Form your cast and crew, and strive for the infinite creativity!

## **Eligibility for application**

- 1. A team must composed of 3-12 people
- 2. No nationality, gender and age restrictions
- 3. Name of core members must be submitted. Core members include: #director, scriptwriter & cinematographer
  - (Core members cannot be changed once the application is submitted. Any changes of core members are to be approved by the Organiser)
- 4. The teams are required to arrange filming, film-editing and other relevant equipment on their own in order to finish the film
- 5. Qualification/Experience with video production experience is preferred

<sup>&</sup>lt;sup>#</sup> The director can be the scriptwriter or cinematographer at the same time.

## **Application Method**

Only online application is accepted. Application link: <a href="https://goo.gl/U4qqqg">https://goo.gl/U4qqqg</a>
Required information:

- 1. Team Particulars
- 2. Reason(s) why participating in this "Film Challenge"
- 3. Previous works which fulfill following requirements:
  - a. The name of core members and their according positions must be shown clearly in the opening/end credits of their submitted works
  - b. Submit no more than THREE works. Upload to YouTube or Vimeo and set as **non-public**.

## **Judging and Awards**

All applications will be reviewed and <u>50</u> teams will be selected to participate in the Film Challenge between 17 and 19 August 2018. Completed short films will be showcased in the cinema in early September. 10 teams will be shortlisted as Finalists to compete the following prizes.

Two prizes, Jury Prize and Audience Prize, will be presented to the winning team(s):

- Jury Prize (Cash Prize HK\$50,000) selected by a jury panel comprised of film professionals
- Audience Prize (Cash Prize HK\$50,000) selected by audience polling during the "Film Challenge" outdoor screening gala.



More details of the selection process and judging criteria, please refer to the "Details and Regulations".

## **Deadline and Result Announcement**

Applicants should submit the application <u>before Hong Kong Time 6pm on 29 June 2018 (Mon)</u>. Result of selected teams will be announced in late July 2018 on the official website: <u>www.ifva.com/ifvaeverywhere</u>. Selected teams will be notified individually. The Organiser reserves the right to amend the rules and regulations. Please keep an eye on our website for any updates.

# **Important Dates**

Deadline of application	29 June 2018 (Fri)
	Hong Kong Time: 6pm
Announcement of selected teams	Late July 2018
Briefing	Late July or Early August 2018
*all participating teams must assign at	Location TBC
least one member to attend	
Film Challenge Dates	Kick-off Ceremony
	17 August 2018 (Fri) 17:00 – 19:00
	Main Entrance, Hong Kong Arts Centre
	Official Time Period
	17 August 2018 (Fri) 19:00 – 19 August 2018 (Sun) 19:00
	<u>Drop-off Time</u>
	19 August 2018 (Sun) 17:00 – 19:00
	Eric Hotung Studio, LB/F, Hong Kong Arts Centre
Screening	Early September 2018
	Time and location will be announced after 19 Aug 2018
Finalist Result Announcement	Early September 2018
Finalist Outdoor Screening and	30 September 2018 (Sun)
Prize Presentation Ceremony	ifva Carnival at Edinburgh Place, Central

## "Film Challenge" Details and Regulations

## 1) Time

The 48 Hour Film Challenge will occur between on 17 August 2018 (Friday) 19:00 (Hong Kong Time) to 19 August 2018 (Sunday) 19:00 (Hong Kong Time). This is the **Official Time Period**. All entrants must complete their productions in time to deliver the work to Eric Hotung Studio, LB/F, Hong Kong Arts Centre in the period 17:00 – 19:00 (Hong Kong time) on Sunday, 19 August 2018. **Late submission will be disqualified.** 

#### 2) Creative Process

All creativity must take place during the **Official Time Period**. Any creative work started in advance of the **Official Time Period** is prohibited. Creative work includes, but is not limited to:

Script-writing

Sound Design

Costume/Set Design

Rendering

Shooting

Outputting

Editing

The only preparation to begin prior to the **Official Time Period** is:

• Crew Recruitment

Equipment Checking

Casting

• Locations Scouting/Booking

## 3) Total Running Time

The finished film must be a minimum of FIVE minutes and a maximum of EIGHT minutes in duration (including end credits).

#### 4) Required elements

Entry must contains below 3 required elements. The elements will be announcement at the kick-off ceremony.

- 1) a required character
- 2) a required props
- 3) a required line

#### 5) Subtitle

All submitted works must have Chinese and English subtitles.

## 6) Credits

- 1) Each entry must include a flip card provided by the Organiser in its opening.
- 2) Each entry must include the following phrases in its ending:
  - 本片為 2018 年「賽馬會 ifva Everywhere 48 小時短片製作挑戰賽」之製作影片

This film was made for the Jockey Club ifva Everywhere – 48 Hour Film Challenge 2018.

and 2 sets of logos as follows:

- Presented by Hong Kong Arts Centre & ifva
- Major Funder The Hong Kong Jockey Club Charities Trust

## 7) Required Materials

Each entrant should submit the following materials within the Official Time Period in a USB flash drive\*:

- 1) Digital file of the film (Format: 1920 x 1080 ProRes mov file)
- 2) 3 film stills
- 3) Synopsis (no more than 100 words in English)
- 4) Artist Statement (no more than 100 words in English)

Each entrant should submit a film poster on or before 27 August 2018 (Mon) 18:00 HKT

Format: Adobe Illustrator (AI) or Photoshop (PSD) file

Size: 1016mm(W) x 1524mm (H)

\*USB flash drive must be formatted to exFAT system. The USB flash drive will not be returned.

## 8) Film / Video footage

All footage must be shot within the **Official Time Period**. No stock footage or footage shot or created at another time may be used. Animation and special effects are permitted, but must be created during the **Official Time Period**. (Note: Stock footage is permissible as part of a post-production effect or on a background monitor, as long as the team has rights to the stock footage and the stock footage is placed over or under footage that is shot within the **Official Time Period**. Allowable stock footage includes bullets, fires, explosions, chromakeyed backgrounds, etc., but stock footage of people or other performers is not allowed.)

## 9) Music Rights

Entrants are encouraged to use original music for the film. Pre-recorded music and sound effects are allowed, only if the entrants possess its copyright. All Entrants should only use third party's music excerpts in the Entry with the prior written consent of the relevant third party. Entrants must acknowledge any authorised use of music excerpts in the Entry in accordance with the relevant copyright laws. The Organiser shall not be responsible whether directly or indirectly for any liability arising whatsoever or howsoever from any violation of any copyright laws. Entrants agree and undertake to accept and be responsible for all such liability arising therefrom.

## 10) Eligibility

- 1) The core member(s) of each entrant should hold the same positions as those stated in their submitted application forms. Any changes of core member(s) during the filmmaking process require approval from the Organiser.
- 2) All kinds of sponsorships are subject to prior approval by the Organiser before the Film Challenge.
- 3) All forms of commercial advertising in the entries are not allowed.
- 4) Entrants must make sure the entire production process and all film contents do not in any other way violate applicable laws and regulations
- 5) Entries must be the original work of the entrants. All stock footages such as images, videos, sounds, music and scripts contained in the entries must be original (except stock footages for post-production use or being placed as background of the film as stipulated in clause 8 of this regulation) and must not infringe any copyright or rights of any third-party. Copyright infringement is strictly forbidden. Any citation or referencing to others' work requires authorization from the copyright owner of such work. Entrants shall be fully responsible for any copyright infringement and shall indemnify the Organiser for any claim arising therefrom.
- 6) Entries must be suitable for public screening, it must not contain any illegal or controversial contents, including but not limited to: obscenity and indecency; violence; defamatory statement; invasion of privacy or other rights of any person, company or entity; politics; religious, racial, sexual, disability or any form of discrimination; any shots of any person under the age of 18 smoking or consuming alcohol product, or shots of tobacco or alcohol product being sold to any person under the age of 18.
- 7) Due to the limitation of public screening, if any entry is classified as Category III by the Office for Film, Newspaper and Article Administration or considered inappropriate for public screening, it will not be exhibited in the public screening and is not eligible to compete for the "Audience Prize".
- 8) Due to the limitation of public screening, if any entry is classified as Category IIA or IIB by the Office for Film, Newspaper and Article Administration, the Organiser will decide whether it can be exhibited in the premiere screening in accordance to the regulations of the screening venue. Entry which cannot be exhibited in the premiere screening will not be eligible to compete for the "Audience Prize".
- 9) No withdrawal is allowed once a team has submitted application to the Film Challenge, unless with written consent from the Organiser.
- 10) The Organiser reserves the right to disqualify any entrant if:
  - i). the Organiser has reasonable grounds to believe the entrant has breached any of these regulations;
  - ii). invalid, incorrect, inaccurate and/or insufficient information is provided by the entrant; or
  - iii). the entrant in any way tampers with the entry process.
- 11) In case of dispute, the Organiser reserves the right to make the final determination of an entry's eligibility and suitability for public screening.
- 12) All entries are not eligible to participate in the "ifva Awards".

## 11) Selection arrangements and Awards

All eligible entries will be reviewed by a selection team comprised of film critics, media, cinephiles, etc.

<u>TEN</u> works will be selected to compete for below two prizes:

- 1) Jury Prize Cash Prize HK\$50,000
  - Jury panel comprised of film professionals will assess the works based on the following criteria:
    - i. Independent Spirit
    - ii. Creativity
    - iii. Cinematic technique
    - iv. Overall quality of work
- 2) Audience Prize Cash Prize HK\$50,000
  - Audience polling will be conducted during the "Film Challenge" finalist work screening.
  - Each audience who attends the screening on time will get one vote, polling will start right after the screening. The film with the most votes will win the Audience Prize.

## 12) Screening and Prize Presentation Ceremony

All entries will be screened in cinema. The 10 finalist works will be screened and the Prize Presentation Ceremony will be held at the Jockey Club ifva Everywhere Carnival in the evening of 30 September 2018 (Sunday) at the Edinburgh Place, Central. All team member must attend.

## 13) No Pre-screening Distribution

Entrants should not distribute their entry/video in any way prior to its public screening. This includes uploading the video to any website or screening the film for groups of anyone other than the team.

#### 14) Online Release

All entries will be uploaded to the Organiser's official online platform after the premiere screening for public viewing.

## 15) Kick-off event

At least 3 representatives from each participating team must attend the official Kick-off Event on 17 August 2018, 5pm. The theme will be announced during the kick-off event. The theme and the three required elements (a character, a prop, a line of dialogue) of the Film Challenge will be announced during the kick-off event.

## 16) Final Decision

The Organizer has the sole right to decide all matters and disputes arising from this Contest and that all decisions of the Organizer are final and binding is not contest able. The Organizer reserves the right to withdraw/add/alter any of the Terms and / or conditions of the Contest at any time without prior notice.

## 17) Discrepancies

In the event of any discrepancies between the English and Chinese versions of the above details and regulations, the Chinese version shall prevail.

## 個人資料處理

參加表格填寫的一切個人及其他資料·只供本競賽考慮申請之用·並受到香港法例第 486 章《個人資料(私隱)條例》規限。

根據個人資料私隱專員發出「身份證號碼及其他身份代號實務守則」(下稱「守則」)第 2.3.3 條·ifva 有可能收集 參加初選者的身份證號碼或副本·以正確識辨其身份及參賽資格。

當遞交申請表格·所有參加初選者將被當作為同意 ifva 使用於表格上填報的個人資料。如參加初選者不希望收取任何 ifva 或有關團體的任何宣傳資料,請以書面方式致函 ifva。

根據守則附錄一第 6 原則的規定,參加初選者有權查詢 ifva 是否持有其個人資料,並有權取得該等資料的副本及 更改任何不準確的資料。索取或更改資料,請以書面方式致函 ifva。

## Personal Data and other information

The Personal Data and other information contained in the application form is collected for the sole purpose of entering into this Competition and its adjudication, and is governed by Cap. 486 Personal Data (Privacy) Ordinance.

According to paragraph 2.3.3 of the "Code of Practice on the Identity Card Number and other Personal Identifiers" issued by the Privacy Commissioner for Personal Data (hereinafter as "the Code"), **ifva** may collect the ID card number/ copy of the Candidate to verify his or her identity and eligibility.

In submitting an application form, all Candidates are deemed to agree to allow **ifva** to use such information. If the Candidate does not wish to receive any publicity material from **ifva** or related organisations, please notify **ifva** in writing.

According to principle 6 in Appendix 1 of the Code, a Candidate has the right to know if **ifva** holds personal data related to him/ her and may obtain a copy of the data from **ifva** and to amend any inaccurate information contained. Requests should be submitted in writing and addressed to **ifva**.