

AT-LARGE VIRTUAL ADJUDICATION GUIDELINES – 2022

All submissions for At-Large Virtual Adjudication must follow the stated guidelines below and the policies in the *At-Large Virtual Adjudication Policies*. Failure to follow these guidelines and policies could result in exclusion from the adjudication process.

Guidelines for Submission:

1. **Submission Limit:** The total number of dances that may be adjudicated is two, across all conferences and platforms. If adjudicating two dances, at least one must be student-choreographed.
 - a. Do not register more than a total of two dances for 2022 adjudication, in-person or virtual.
 - b. The above two-dance limit does not apply to the ACDA Screendance Festival registration.
2. **Adjudication Fee:** \$150/dance
 - a. Payment must be received in order to receive access to FilmFreeway for uploading submissions
3. Deadline for registration and payment: **Wednesday, January 5, 2022**
4. Deadline for submission of recording: **Wednesday, February 9, 2022**
5. **Platform** for uploading recordings: FilmFreeway
 - a. ACDA will send Faculty Representatives a FilmFreeway link for At-Large Virtual Adjudication uploads upon receipt of payment.
 - b. All schools must create an account in FilmFreeway and upload recordings to the ACDA event by Wednesday, February 9, 2022.
6. **Maximum length** of submission: 12 minutes
 - a. Note: FilmFreeway will not upload any submission longer than 12 minutes.
7. **Recording Guidelines:**
 - a. Dances may be performed in any location.
 - b. Recordings of dances must be shot with one camera pointing in one direction and unmoving.
 - i. The camera may not pan side to side.
 - ii. The camera may not zoom in or out.
 - iii. The camera may not tilt up and down

- c. The frame of the recording should be set to include all dancers throughout the duration of the dance. If this cannot be accomplished while adhering to all of the guidelines specified in 6.b.i-iii, contact the National Office.
 - d. No editing of the recorded performance is permitted.
8. **Program/Production Credits:** Recorded submissions MUST NOT include credits of any kind to ensure anonymity in the adjudication process.
 - a. All necessary program credits, permissions and agreements will be collected in writing through the registration process.
9. **File Format:** Mp4 at a resolution of 720p or higher
10. No Vimeo, Flickr, YouTube or similar platform links are allowed for uploading files to FilmFreeway.
11. **File Titles:** Mp4 files must be titled as follows: Title of Work_ Year Premiered
 - a. For example: Air on a G String_1928
12. **Licenses and Permissions:** It is the responsibility of each school to obtain, secure, and upload to FilmFreeway all music and other appropriate and necessary licenses and permissions for inclusion in At-Large Virtual Adjudication.
13. Once a project has been submitted, ACDA must have permission to download the submission(s). Please follow the steps below to update a project's download permissions:
 - a. Log into FilmFreeway
 - b. Click on **My Projects**
 - c. Click **Privacy** under the title of your submission
 - d. Under **Download Permissions** select "**Festivals that I submit to may download my video.**"
 - e. Click "**Save**"
 - f. Repeat with your second recording if applicable
 - g. The above process must be completed by February 9, 2022
14. Each dance will receive feedback from three adjudicators in a live-streamed feedback session on April 23 or 24, 2022. Virtual feedback sessions will follow the same procedures as in-person adjudication.
 - a. Each adjudicator has up to two minutes to discuss the dance.
 - b. After all adjudicators have given feedback on a dance, there is an additional two minutes available for continued comments and discussion among the adjudicators.
 - c. There is no audience participation.
15. Links to recordings of all dances included in a feedback session will be available to schools with submitted dances no less than four hours prior to the feedback session.

16. Adjudicators will be given access to recordings in a virtual meeting with ACDA Board Members the same day as the feedback session.

17. Adjudicators will consider all dances that they have viewed and provided feedback for and select a Gala Concert to be live streamed on May 1, 2022. All ACDA members will receive access to view the Gala Concerts.