

APPENDIX NO. 2

DETAILED DESCRIPTION OF THE FORM AND INSTRUCTIONS FOR COMPLETING THE FORM

DETAILED DESCRIPTION OF THE FORM

The Form consists of four main parts.

Part 1 contains basic information about the Participant.

Part 2 contains basic **contact details**.

Part 3 contains:

- a. basic data about the submitted **Graphic Artwork**, i.e.: title, technique, dimensions or other parameters defining the work (e.g. duration of the animation), date of creation/production. All text fields in this section are unlimited in terms of the amount of text that can be entered;
- b. an active field that allows **Participant** to place reproductions of the submitted **Graphic Artwork**, i.e.:
 - reproductions of a single print (general view, close-up of details allowing to evaluate the technical aspects of the work and/or evaluate individual components included in the work);
 - reproductions of all works included in the submitted art series or all graphic objects (general view – including the exhibition proposal, close-up of details allowing to evaluate the technical aspects of individual elements/works and/or evaluate individual components included in the works);
 - reproductions of the submitted installation/environment (general view – including the exhibition proposal, close-up of the details allowing to evaluate the technical aspects and individual components included in the installation/environment);
 - reproductions of screenshots presenting the content of the submitted multimedia/intermedia/transmedia work (film/animation frames; VR/AR/XR screenshots and/or other elements allowing technical/artistic evaluation of the submitted **Graphic Artwork**).

All reproductions should be prepared in accordance with the following formula:

- Format: JPG

- Color model: RGB
- Resolution: 72 dpi
- Longer side: 20 cm
- Max. file size: 10 MB.

Part 4 contains:

- a limited field (up to 1000 characters with spaces) intended to present the **general idea/concept** of the submitted **Graphic Artwork**. Due to the international character of the competition, this field must be filled in with text in English. In the case of a **Graphic Artwork** qualifying for the **MTG 2024 Main Exhibition**, this text will be included in the exhibition catalogue;
- an active field that allows **Participant** to attach in the .pdf (editable) format extended idea/concept of the submitted **Graphic Artwork**;
- an active field that allows attaching a detailed technical description of the submitted **Graphic Artwork** in the .pdf (editable) format, i.e. detailed photographic and drawing documentation and a precise description of the installation method and other technical data relevant to the installation (applies to installation, intermedia and multimedia works, hardware requirements or detailed display requirements);
- an active field that allows **Participant** to attach a confirmation of payment of the competition fee in .pdf format.

Part 5 contains a set of required and consents necessary for the proper conduct of the **Competition**.

INSTRUCTIONS FOR COMPLETING THE FORM

In **part 1 – BASIC DATA**: enter (or select from the drop-down list) all required information.

In **part 2 – CONTACT DATA**: enter all required information.

In **part 3 – SUBMITTED GRAPHIC ARTWORK** please provide the following information:

1) in case the submitted **Graphic Artwork** is **an individual print** and/or **object**, **a series of prints** and/or **objects**:

a. title, technique, dimensions and year of production for each **print/object**;

ATTENTION!

Dimensions should be given according to the formula:

PRINT: height × width in **centimeters**

OBJECT: height × width × depth in **centimeters**

The **dimensions of the print mean the total size** of it, i.e. **the dimensions of the substrate** on which it was printed.

- b. attach a reproduction of each work separately using the “add another” button;
 - c. attach close-ups for each work separately using the “add another” button.
- 2) in case the submitted **Graphic Artwork** is an **installation/environment**:
- a. title, technique, dimensions and year of production;

ATTENTION!

Dimensions should be given according to the formula:

INSTALLATION/ENVIRONMENT: height x width x depth in **centimeters**

- b. attach a reproduction of general view;
 - c. attach each close-ups separately using the “add another” button.
- 3) in case the submitted **Graphic Artwork** is a multimedia/intermedia/transmedia/performative art project:
- a. title, technique, dimensions and year of production;

ATTENTION!

Dimensions should be given according to the formula:

PROJECTION: height × width in **centimeters** + duration time in minutes

PERFORMANCE: height × width in centimeters of the space necessary to present documentation or the performance itself + duration time of the performance or its film documentation **in minutes**

INSTALLATION/ENVIRONMENT: height × width × depth in **centimeters**.

- b. attach illustrative „screenshots” using the “add another” button;
 - c. attach photo documentation (if necessary) using the “add another” button.
- In **part 4 – DETAILS OF SUBMITTED GRAPHIC ARTWORK** please provide the following information:
- 1) fill in the limited text field;
 - 2) attach all required documents in .pdf format.
- In **part 5 – CONSENTS** tick all the mandatory fields.