

DOCUMENTA MADRID 2024 - RULES AND REGULATIONS

The Madrid City Council, through the municipal corporate entity Madrid Destino, Cultura, Turismo y Negocio S.A., is organising the 21st edition of the International Film Festival DOCUMENTA MADRID 2024, a festival focused on contemporary film, with a special interest in projects with new aesthetics, films inspired by diverse forms of non-fiction, and that explore audiovisual forms regardless of their definition, duration, genre or category.

DOCUMENTA MADRID is an annual international meeting point for creators, professionals and the public to whom their films are directed.

The 21st edition of DOCUMENTA MADRID will take place from 28 May to 02 June 2024.

1.- ANNOUNCED SECTIONS AND AWARDS.

SECTIONS

A) INTERNATIONAL COMPETITION

Internationally or nationally produced or co-produced films not previously screened in Madrid. The films, with no limit as to their length, will compete for two awards:

- Jury award for best film, endowed with €10,000.
- Fugas award for innovation and willingness to cross borders, endowed with €5,000.

The jury may award a maximum of one special mention, endowed with a diploma. The awards and the special mentions may not be awarded *ex aequo*

B) NATIONAL COMPETITION

Films produced or co-produced in Spain, and works by Spanish directors that have not previously been screened in Madrid. The films, with no limit as to their length, will compete for three awards:

- Jury award for best film, endowed with €10,000.
- Fugas award, for innovation and willingness to cross borders, endowed with €5,000.
- Cinezeta Youth Award, conferred by the members of Cineteca Madrid *Cinezeta: Young Programmers* scheme, endowed with a diploma.

The jury may award a maximum of one special mention, endowed with a diploma. The awards and the special mentions may not be awarded *ex aequo*

C) CORTE FINAL

Films produced or co-produced in Spain that are at an advanced stage of editing, have finished shooting or are in their final phase, and that also have an edited version that meets the conditions of these rules and regulations. This call is open to directors and production companies residing in Spain.

- Corte Final Award, endowed with €4,000.

The first screening in Madrid of the winning film must take place in Cineteca Madrid, either within the centre's own programme or as part of the Documenta Madrid festival.

- Agencia Freak Distribution Award, which consists of the creation of the screening files of the winning film, as well as its distribution at festivals for two years, starting from the moment of its completion. *See details of the award in Annex I to these rules and regulations.*

Both awards are independent and will not necessarily be awarded to the same film.

AUDIENCE AWARDS

Films competing in the National and International competitions will also be eligible for the Audience Awards. These will be awarded on the basis of votes cast by the audience after the films have been screened.

- Cineteca Madrid Audience Award - International Competition, endowed with €1,000.
- Cineteca Madrid Audience Award - National Competition, endowed with €1,000.

None of the awards may be declared null and void or awarded *ex aequo*.

2.- REGISTRATION AND REQUIREMENTS

Anyone interested in participating can register their films free of charge through the Festival website (www.documentamadrid.com) until 11:59pm (Spanish peninsular time) on 25 February 2024.

Blue ray discs or other physical formats will not be accepted.

- INTERNATIONAL COMPETITION AND NATIONAL COMPETITION

Any producer and/or director, any natural or legal person who hold the rights to the works and have previously undergone the selection process, may participate in any of the competitive sections.

All the works which are submitted to the competitive sections must have been completed after 01 January 2023.

Films participating in the International Competition and in the National Competition must not have been screened in the Community of Madrid, released in cinemas, sold in Spain, broadcast by any national, regional or local television channel, VOD platform or any other online medium, prior to the dates on which the festival takes place.

The Festival reserves the right to give preference to those films that are being premiered in Spain.

The works will be presented in their original language. If the original language of the film is neither Spanish nor English, subtitles must be provided in one or other of these languages via the viewing link.

Participants must fill in the COMPETITIVE SECTIONS entry form which is available on the festival's website. Doing so implies acceptance of the rules and regulations of this call for entries. The entry form is the same for all applicants; the selection committee will decide in which category each selected work will compete.

- CORTE FINAL

Any natural or legal person who submits a film produced or co-produced in Spain that is at an advanced stage of editing, or whose shooting has already been completed or is in its final phase, may participate. Submitted films must be between 50 and 120 minutes long. Directors or production companies submitting films must be resident in Spain.

Required documentation:

- The entry form for the CORTE FINAL call, duly filled in, which implies acceptance of the rules and regulations of this call.
- A link to a working copy or to the first final cut of the film. If the original language of the film is not Spanish, Spanish subtitles must be provided. We can only accept links to password-protected videos or to private-mode videos uploaded to an online platform. No material that the public can access over the Internet will be accepted.
- Please provide a dossier that must necessarily contain the following: title, synopsis, approximate length, credits, biography and filmography of the participants (the director and, as the case may be, producer), a letter of motivation, a breakdown of the project budget, the current stage of the project, current production needs, links to previous works. All the aforementioned documentation should be attached to the same registration form in a single PDF document containing no more than 10 pages and weighing no more than 3 mb.

The festival's selection committee shall shortlist no more than four projects for the final. Once these films have been screened in the cinema, the applicants shall defend them, in person, before the jury at the Cineteca (Film Archive) Facilities in Madrid, during the course of the festival.

3.- SELECTION PROCEDURE.

The Festival Management appointed by Madrid Destino will have a committee made up by a group of professionals and experts who will watch the works received and make the selection for this edition. These individuals, acting as the Selection Committee, will be responsible for deciding which films are to form part of the Festival programme and also the section each of the selected works will compete in, or if they should be programmed outside the competition. The committee shall also decide which projects will be shortlisted for the Corte Final Award.

No one who has an interest in the production or exploitation of the films presented in this contest may form part of the Selection Committee.

At the end of the selection process, the Festival will notify its decision by email to those selected. Once their participation has been confirmed, the Festival will publish the list of selected films on its web page (www.documentamadrid.com).

Once the inclusion of a film has been communicated to the public, it may not be unilaterally withdrawn from the programme.

The participation of a film in the Festival may not be disclosed until the Festival has publicly and officially announced said participation.

4.- REQUIREMENTS FOR THE SELECTED FILMS.

The deadline for submission of screeners of the selected films and their promotional materials will be 20 April 2024. The participants must pay for any shipping costs.

The projection formats accepted by the Festival will be DCP or a high-definition digital file (mp4, Mov, H264).

All those selected for the competition must necessarily send a screener with English subtitles, if that is not its original language, and the list of dialogues in Spanish or English.

Participants are advised to also send an H264 file as a backup.

If necessary, the Festival will commission the subtitling of the films into Spanish.

All films selected for the National Competition must necessarily send a screener with simultaneous double subtitles in Spanish and English, if the language spoken in the film is not Spanish.

Those selected will send a digital file or a link with the option to download 3 minutes of their film for promotional purposes.

The participants authorise Madrid Destino to use these extracts of the films for reproduction purposes and to communicate them to the public in any media in order to promote the Festival. Furthermore, Madrid Destino may use photographs and audiovisual images of the films and of the directors, sent by the owners of the films or by the representatives of those who hold the intellectual property rights over them, to promote the Festival, as well as for the future creation of the Festival catalogue. Under no circumstances may these be used for commercial purposes. This assignment is made for the maximum time established in the Intellectual Property Law until it enters the public domain and for all media, formats and territories. The sending of such an extract implies acceptance of all these conditions.

The Festival organisers will inform the owners of the films or by the representatives of those who hold the intellectual property rights over them if they find any irregularities in the copy, and they reserve the right not to accept copies that, after they have been checked by the Festival's technical department, turn out to be unsuitable for screening.

Copies submitted on hard discs may be collected by their authors or returned by post by the Festival organisers to the address given in the registration form.

Films selected to participate will receive the following amounts from the Festival:

- International Competition: €500
- National Competition: €350
- Corte Final: €350

These amounts will be subject to the corresponding withholdings and taxes.

5.- COMPOSITION AND PERFORMANCE OF THE JURY.

At the behest of the Artistic Direction of Cineteca Madrid, Madrid Destino shall appoint the members of the jury who shall be professionals working in the film, artistic and cultural world, with the exception of the Cinezeta Youth Jury whose members shall be all those selected during the call for entries for the 7th *Cinezeta: Young Programmers*.

The appointed members will form the following Juries:

- Jury of the International Competition, made up of 3 members.
- Jury of the National Competition, made up of 3 members.
- Corte Final Jury, made up of 3 members.
- Cinezeta Youth Jury, made up of the members of the 2023-2024 edition of the *Cinezeta: Young Programmers* scheme.

A holder of a law diploma or degree belonging to Madrid Destino will act as a secretary with the right to speak but not to vote and will draw up the minutes of the jury's deliberations. The body responsible for appointing the members of the jury is the Madrid Destino Contracting Body.

The following **criteria** will be used by the various juries to evaluate the films included in the competition:

- Technical and thematic interest.
- Works that explore the diverse forms of non-fiction in a particularly creative way and engage in dialogue with other artistic disciplines and approaches.
- Innovation and originality of the project.

The deliberations of the jury must be confidential and their agreements must be reached by a simple majority of its members.

The decision as to the winners of each of the awards that make up the Festival will be communicated during the closing ceremony of the Documenta Madrid Festival (on 02 June 2024) and published on the Festival website.

The decisions of the juries are final.

None of the awards or mentions may be declared null and void or awarded *ex aequo*.

The rules governing the jury are those set out in the established document and, in all matters not covered therein, it shall be governed by the rules established for collegiate bodies by Law 40/2015 of 1 October 2015 on the Legal Regime of the Public Sector.

By way of exception, the participation of the members of the jury for the National, International and Corte Final competitions in this call, external to Madrid Destino, will be remunerated with the sum of ONE HUNDRED EUROS (€100), to which the legally required withholdings will be applied. In addition, travel and accommodation expenses will be paid to those travelling from outside Madrid. This last paragraph does not apply to the Cinezeta Youth Jury, whose members are specified in its own rules and procedures.

6.- GRANTING OF AWARDS.

Once the corresponding Juries have been duly convened, they will issue their decision, which will be reflected in the minutes that they will sign for this purpose; the interested party will be notified so that within a deadline of 30 calendar days, counted from the day following the one on which they receive the notification, they may communicate their acceptance of the proposed award and provide the documentation that is required in these rules and procedures. In this regard, it is hereby announced that the final granting of the awards will only take place if the selected persons meet all the legal requirements and those stipulated in the call for tender for this edition, including the submission of the documents included in these rules and regulations. All of these requisites are considered necessary to be eligible for the awards.

Required documentation:

If the award winners are natural persons:

1. Declaration of acceptance of the award obtained.
2. The winner(s) valid National ID (DNI) card, passport or equivalent.
3. If they are represented by a proxy, a document accrediting this (notarised power of attorney).
4. An affidavit, or failing that, a certificate issued by the Registrar or corresponding authority substantiating that the recipients of the Award hold the rights to the award-winning film.
5. Bank ownership certificate.
6. For those whose official tax residence is not in Spain, an official tax residence certificate. Participants whose tax residence is not in Spanish territory must submit a tax residence certificate issued by the competent authorities in their country of residence, providing there is a bilateral agreement between the country of origin and Spain, and an affidavit stating that they are up to date in their obligations to the Spanish authorities insofar as their tax and social security obligations are concerned, if any. Otherwise, the corresponding non-resident withholding will have to be applied.
7. An affidavit stating that you are not affected by any of the circumstances described in Article 71 of the Law on Public Sector Contracts approved by Law 9/2017 of 8 November, and in the case of films of Spanish nationality that you are up to date with your tax obligations to the State Tax Administration Agency and your social security obligations to the General Treasury of the Social Security.
8. Bank details to allow payment by bank transfer.

If the award winners are legal entities, in addition to the above documents, they must provide:

9. Copy of deed of incorporation of the entity or equivalent document from the country of origin.
10. Copy of the power of attorney or appointment of the signatory, in which it is stated that he or she represents the legal entity, or an equivalent document from the country of origin.
11. The Tax ID (NIF) card of the legal entity or an equivalent document from the country of origin.

Once 30 calendar days have elapsed from acceptance of the award and once the required documentation has been submitted, Madrid Destino will process the award and the notification to the winners.

7.- FORM OF PAYMENT.

The cash prizes specified in the published rules and procedures of the DOCUMENTA MADRID 2024 Festival will be awarded to the director, production company or distributor who has entered the film in the festival.

The awards will be paid by bank transfer to the account indicated by the winners, in accordance with the payment protocols of Madrid Destino, upon presentation of an invoice. The amount of the awards will be subject to the corresponding withholdings and taxes, in accordance with prevailing legislation.

The winning film of Corte Final must include in its credits the logos of Documenta Madrid and Cineteca Madrid, together with this text: "Winning film of Corte Final Award - Documenta Madrid 2024". The inclusion of these logos must be validated by a designated representative of Cineteca Madrid. The première and first screening of the film in Madrid will take place in Cineteca Madrid, either within the centre's own programme or as part of the Documenta Madrid festival.

8.- FESTIVAL PROGRAMME.

The organisers of the Festival will establish the order and the date of screening of each selected film, reserving the right to screen it during the dates of the Festival, in any of its venues, in accordance with the Festival programme.

9.- INFORMATION CLAUSE ON THE PROCESSING OF PERSONAL DATA

Madrid Destino Cultura Turismo y Negocio, S.A., holder of Corporate Tax Code (CIF) A-84073105 and with registered office at Conde Duque 9- 11, (C.P. 28015) Madrid, pursuant to prevailing legislation governing personal data protection, hereby informs data subjects that the data furnished will be included in a personal data file with the following information:



Data controller: Madrid Destino Cultura Turismo y Negocio, S.A. (hereinafter, Madrid Destino), with Tax ID (CIF) no. A-84073105 and with registered address in Madrid, Calle Conde Duque 9- 11, C.P. 28015.

Data Protection Officer: dpd@madrid-destino.com.

Purposes: To manage the applications to participate in the different sections of the Call for Entries for the 21st International Film Festival DOCUMENTA MADRID 2024, to analyse, evaluate and select the finalists, and to select the winners of each of the aforementioned sections, including the management of their files, compliance with tax, invoicing, transparency and control obligations, and the publication of the winners on the Cineteca Madrid and Matadero Madrid websites and on their respective official social media profiles.

Storage period: Storage will be limited to the period required for registration, selection of award winners, processing of award payments, except in the case of a request for deletion, in which case they will be retained until that time.

Recipients: The Tax Agency and other public bodies, in compliance with tax, transparency and control obligations; financial entities for management of collections and payments; and legal authorities.

Lawful basis: Consent of the interested party.

Rights: The exercise of the rights to access, rectification, erasure, data portability and restriction on processing or objection to processing may be requested by sending an e-mail to dpd@madrid-destino.com, with reference to DOCUMENTA MADRID 2024 and providing an address for notifications as well as the identification of the applicant. You may also file a complaint with the Spanish Data Protection Agency (www.agpd.es).

10.- AWARD WINNERS' IMAGE RIGHTS.

The award winners agree that their image may be captured in photographs and video taken in relation to the collection of the prize at the closing gala of the 21st edition of Documenta Madrid, in order to guarantee the peaceful use thereof to Madrid Destino for the dissemination of information or to promote the programme and its cultural activity, through the web pages of the cultural centres in which that activity is carried out, and to edit brochures, videos or catalogues compiling or promoting the activity of Madrid Destino, albeit without any commercial use being made of such material, under any circumstances, all the above for the maximum amount of time allowed by current legislation and for all national territories and media.

All of this with provisos and limitation on uses and applications that infringe the right to honour in the terms set out in Organic Law 1/1982 of 5 May on the Civil Protection of the Right to Honour, to Personal and Family Privacy and to One's Own Image.

Any other use outside the above scope is expressly excluded from this authorisation.

11.- ACCEPTANCE OF THE CONDITIONS OF THE CALL

By submitting the participation form, the signatory confirms his or her participation in this call. Doing so implies the candidates' acceptance of all the terms and conditions thereof as well as the transfer of reproduction and public communication rights to the films submitted to the competition so that they may be screened during the festival. Any issue not foreseen in the terms and conditions will be resolved by Madrid Destino upon receipt of a proposal from the Festival.

Failure to comply with any of the requirements of this call will result in the participant being excluded from this contest.

In the event of any doubts or discrepancies in the interpretation of any of these rules, the Festival organisers will make an interpretation in accordance with the spirit and purpose for which this contest has been created.

The rules and regulations of this contest will be available during the period in which it is in force in the pages in which the Festival is disseminated.

12.- CONFLICT RESOLUTION.

To resolve any issue or dispute arising out of the call, please write to Madrid Destino so that both parties may reach an amicable resolution.

Were such amicable settlement not to be reached, the parties, expressly waiving their own jurisdiction, submit themselves to the Courts and Tribunals of the capital city of Madrid.

Madrid, 10 January 2024.



ANNEX 1

Agencia Freak Distribution Award

One of the films selected for the Corte Final section of Documenta Madrid will be awarded the Agencia Freak distribution award.

The Award consists of the creation of the production files of the winning film, as well as its distribution at festivals for 2 years, starting from the moment of its completion.

About Agencia Freak

Founded in 2000, Agencia Freak has amassed a wealth of experience on the international festival circuit.

Their main objective is to connect films with festivals around the world. They handpick the productions they distribute, selecting stories that move them, analysing their potential from a festival perspective and establishing close working relationships with the creators.

In the 23 years that Agencia Freak has been operating, the films they have distributed have participated in thousands of festivals all over the world and have premièred at festivals such as Berlinale, Sundance, Venice, Locarno, IDFA, Hot Docs, BAFICI, San Sebastian, DokLeipzig, etc. Many of them have received nominations and academic awards in Spain and Europe.

What does the award consist of?

- Screening files
- Creation of an original language DCP file with optional subtitles, in 1 language to be specified.
- Creation of an original language ProRes 422 file and a subtitled version in 1 language to be specified.
- Creation of an original language H264 file and a subtitled version in 1 language to be determined.
- Creation of SRT subtitles in 1 language to be specified, based on the transcribed list of dialogues.

Additional notes:

- Depending on the original language(s) of the film, the subtitles will be in the language that is deemed most likely to contribute to the international distribution of the film. This decision will be made by Agencia Freak in consultation with the winning production company.

Festival distribution

- Screening, evaluation and analysis of the film's distribution strategy.
- Research, analysis and selection of festival calls for entries.
- Global, international and regional festival première strategy.
- Liaison with programmers.
- Unlimited festival entries (18 months).
- Negotiation of festival registration fees.
- Payment of festival registration fees up to €1000.
- Preparation of files and documentation for digital registration platforms.
- Provision of digital distribution materials to festivals.
- Monitoring and communication of festival selections (24 months).
- Online distribution report, updated monthly.
- Film profile on the agenciafreak.com website.
- Online updating of the list of winners. Online coordination and submission of screening files.
- Personalised advice.
- Evaluation of results.



Additional information

- The decision as to which festivals or competitions the film will be registered in will be made by Agencia Freak, according to the strategy agreed with the winning production company, but at its own discretion.
- The total value of the prize, which cannot be exchanged for cash, is €6,000.

Conditions for the production company

- The winning production company undertakes to include the Agencia Freak logo and the award laurel in the final cut of the film from which the screeners will be exported.
- The winning production company undertakes to deliver to Agencia Freak the finished film and the rest of the materials required to ensure a satisfactory festival distribution.
- Should the production company fail to deliver the final materials on time, making distribution impossible before the next edition of Documenta Madrid (2025), the prize will be forfeited.
- Agencia Freak will determine whether the materials provided by the production company are sufficient to carry out the distribution with the necessary guarantees. If this were not to be the case before the next edition of Documenta Madrid (2025), the prize will be forfeited.
- Under no circumstances can the prize be exchanged for cash.
- The distribution service included in the prize is fully compatible with the participation of international sales agencies and film distributors, as it does not imply the transfer of the rights of the film to Agencia Freak.
- Acceptance of the prize implies the exclusive transfer of the film's festival distribution rights to Agencia Freak for a period of 24 months from the start of the service.
- The award does not include the following:
 - Coordination of the attendance of the film team at festivals and award ceremonies.
 - Registration for academic awards.
 - Any other aspects of festival distribution not specifically mentioned in this document are not covered by it.

Materials to be provided by the production company

- Image and sound material from which projection files can be produced according to the following specifications: <http://www.dpcine.com/preparar-material/>
- Distribution form provided by Agencia Freak.
- Scanned copy of the director's identification document (DNI).
- Film poster (vertical).
- Horizontal banner or poster (16:9 aspect ratio).
- 4 high resolution stills from the film (300 dpi).
- 1 photograph of the director (300 dpi).
- List of transcribed dialogues of the film.
- Trailer in both the original and the subtitled version.
- Press kit in Spanish and English.
- Other promotional material in digital format.