



## BIENNIAL EXHIBITION 2024 RULES AND CONDITIONS OF ACCEPTANCE

1. The Exhibition is open to current bone fide individual members of Surrey Photographic Association (SPA) clubs/societies and all entries must be made through that club/society. The Exhibition has sponsorship of the Photographic Alliance of Great Britain (PAGB).
2. Each club/society will appoint a Club Liaison Officer who will be the point of contact for the Exhibition and who will be responsible for the collection and delivery of the print entries and the collection and payment of entry fees. Individuals may not enter the Exhibition directly.
3. There are five categories – Colour, Nature and Monochrome Prints; Open and Nature PDIs. The fee is £5 for the first category and £4 for each subsequent category entered, regardless of the number of images submitted in a category. Nature and Nature-type images may **only** be entered in the Nature category. Any Nature or Nature-type image entered in the Open category will be disqualified. A review for eligibility will be carried out in advance of the competition and individuals notified of any issues.
4. A photographer may enter up to four images in each category. The same image may not be entered in more than one category; this includes different versions of the same image. Prints or Projected Digital Images (PDIs) identical to each other or to entries accepted in a previous Surrey Photographic Association (SPA) Biennial Exhibition, or so similar as to be deemed the same, are unacceptable. Monochrome and colour versions from one original are likely to be considered the same image, unless the artistic treatment is significantly different. Similarity may also arise where elements are repeated in different composite images. The SPA reserves the right to exclude any such entries.
5. All entries must be titled; 'No Title' or 'Untitled' is not an acceptable title and any such image will be disqualified.
6. Any image entered in any SPA event may not subsequently have its title changed.
7. Images entered must be entirely the work of the photographer. Composite or Montage images are permitted in the **Colour, Monochrome** and **Open** categories, provided all component elements meet this requirement. Entrants must own the copyright of all parts of all images used in any submitted entry. The SPA assumes no liability for misuse of copyright.

For the avoidance of doubt, the following are not allowed: use of images from any other source including, but not limited to, generative AI, picture elements available within editing software (eg. replacement skies), royalty-free images, and clipart. The SPA reserves the right to request the original file(s) for any image entered.

**Note: AI used within post-processing software is acceptable. Generative AI that within post-processing software or sourced by other means uses pixels which do not originate from the photographer's image, may not be used in any way, including, but not limited to, replacing elements or introducing content in an extended canvas.**

8. Nature Print and PDI images may only be entered in the Nature category and must comply with the SPA Nature Definition. Titles **must** be factual and the subject identified; Latin names are not required. The selectors will be instructed to mark down images which use inappropriately humorous, twee, informal or sentimental titles.

**NB: See Appendix 2 for Nature definition**

9. Monochrome Prints must comply with the FIAP Monochrome definition

**NB: See Appendix 3 for Monochrome definition**

10. PDIs of all images entered, both Prints and PDIs, must be submitted by **each individual entrant** by uploading a single zip file containing all their entries following the instructions in **Appendix 5**.

11. Image files must be in the sRGB colour space and in .jpg (.jpeg) format, and must be sized to fit within an area 1600 pixels wide and 1200 pixels high. Images will be projected at the dimensions supplied and smaller images will not be resized. No text must appear within the image area.

12. All images must be titled and files named as follows:

Category\_Clubshortname\_ImageNumber\_Photographer's full name incl. Distinctions\_ Image Title.jpg

**EXAMPLES:**

PRINTC\_Capel\_01\_Joe Bloggs LRPS CPAGB\_The Attack.jpg

PDIO\_Capel\_03\_Dick Jones ARPS\_Castle Steps.jpg

**NB: See Appendix 4 for short form club names**

**NB: See Appendix 5 for file naming protocol**

13. A single entry may consist of more than one image, provided it conforms to the size limits. When producing a print, please note the following stipulations:

- Each print may be of any size but must be mounted on lightweight mountboard of size 500 x 400mm. The tolerance on mount size is +/-2mm and the mount must not exceed 4mm thickness.
- The print must be securely fastened to the mount and the mount must not carry any fixings or other material likely to damage other prints when stacked. 500 x 400mm foamboard at a thickness of 3mm can also be used.
- The use of cheap tape, including decorators' masking tape, to fix a print to its mount is prohibited as this product is not of sufficient durability.
- Any prints and mounts which fall apart during the selection process as a result of the use of inadequate or ineffective mounting products will not be put forward for selection.

Prints not adhering to these stipulations will be disqualified.

14. **Each mounted print must show on the reverse, clearly legible in capitals or typed, the following information: Image Title, Photographer's Name, email address, SPA Biennial Exhibition (year) and club/society name. No identifying information may appear on the front surface.**

15. The selection process is managed by the Exhibition Committee and is not open to observers.

16. Using scoring machines, a panel of 3 selectors will award between 2 and 5 points per image – a maximum score of 15.

17. A random selection of images will be shown at the beginning of the selection process so that the selectors can be aware of the typical standard of entries.

18. Each image will then be displayed and the title read out. Once all three selectors have scored, the total score for that image will be declared and the next image displayed.

19. The selectors will choose the best image from the highest scoring images. Should there be only one image scoring the highest mark, those images receiving one fewer mark will also be considered. The winning photographer will receive a PAGB Winner's medal in each category.

20. The selectors will review all images scoring at least one 5 and will choose one image each to receive a PAGB Selectors' medal in each category. SPA Highly Commended and Commended ribbons will also be awarded.

21. Notification of all award winners and individual club members' results will be sent to Club Liaison Officers. Awards will be published on the SPA website, along with a digital catalogue. A slideshow of the Exhibition, showing award-winning and accepted images in each category, will also be produced and supplied electronically to clubs with participating members, as well as to all award winners.
22. The SPA reserves the right, without payment, to reproduce any accepted image in connection with the Exhibition or other SPA-related publicity or training purposes unless this right is withheld by written instructions on the entry form. The photographer of each image will normally be credited with any use.
23. Whilst every care will be taken of submitted work, the SPA cannot be held responsible for loss or damage, misuse or non-entry of any print used for a competition, no matter how this loss or damage may occur.
24. By agreeing to the submission of an image in an SPA Exhibition, the photographer consents to retention by the SPA, and if selected for the SPA Inter-Federation entry, the PAGB, of information identifying the photographer as the creator of an image, as if the photographer had entered in person. If the photographer is not eligible or does not wish their image to be considered for an Inter-Federation entry, the entrant must notify their club and the SPA ahead of the Exhibition.
- Note:** The SPA reviews entries for selection for the PAGB Inter-Federation competitions and will circulate a list of provisionally selected images to Clubs. Clubs must respond as follows:
- to confirm the photographer has been contacted to check eligibility
  - to withdraw any image too similar to another image that has been used previously by the SPA for this purpose (See Rule 4)
  - if the member belongs to two clubs in two Federations, to confirm whether the SPA is their chosen Federation for the current year.
25. The decision of the SPA Committee on any matter is final. Submission of entries implies acceptance of these rules.

### **CLOSING DATE FOR ENTRIES**

**Your Club Liaison Officer will provide you with Entry Form B for you to complete and will let you know when they require this to be submitted to them, together with your entry fees and any actual prints you are entering. The Online Entry Form must be completed, and the ZIP file uploaded, by each individual entrant, by 31 January 2024**

*For clarification regarding the rules and conditions of entry please contact Ann Healey, via e-mail, at: [exhibitions@surreypa.org.uk](mailto:exhibitions@surreypa.org.uk)*

## **Appendix 1**

### **Explanation of Open Category**

All genres and styles of photography **except Nature** are permitted. **If it looks like Nature, it must be entered in the Nature category.**

### **Guidelines on avoiding Nature-type images in the Open Category**

What **IS** acceptable:

- A creative interpretation of a nature subject which alters the truth of the image such that it would not be permitted in the Nature category.
- Landscape images may include flora or fauna where they are **not** the main subject of the image (eg. a meadow of flowers within the landscape **is** permitted).

What **IS NOT** acceptable:

- Images which appear to fit the Nature category, even if they have been processed outside the Nature requirements (**see Appendix 2**)
- Landscape images where flora or fauna is the main subject of the image (eg. a prominent flower as a main subject in the foreground with an out-of-focus landscape background is **not** permitted).

## **Appendix 2 : Definition for Nature (SPA ONLY)**

**Note: Images meeting the FIAP Definition of Nature will satisfy this less restrictive definition; images meeting this definition will satisfy the PAGB Nature definition. If it looks like Nature, it must be entered in the Nature category.**

Nature photography is restricted to the use of the photographic process to depict all branches of natural history, except anthropology and archaeology, in such a fashion that a well-informed person will be able to identify the subject material and certify its honest presentation.

The story telling value of a photograph must be weighed more than the pictorial quality while maintaining high technical quality.

Scientific bands, scientific tags or radio collars on wild animals are permissible. Photographs of human created hybrid plants, cultivated plants, feral animals, domestic animals, or mounted specimens are ineligible, as is any form of manipulation that alters the truth of the photographic statement.

Processing of the captured image, by cropping, exposure adjustment, colour correction, noise minimisation, dodging/burning, HDR, focus stacking and sharpening, is allowed.

Cloning of image defects and minor distractions are permitted when these do not distort the truth of the photographic statement.

Images entered as Nature can have landscape, geologic formations, weather phenomena, and extant organisms as the primary subject matter. This includes images taken with the subjects in controlled conditions, such as zoos, game reserves, wildlife centres, wild flora in botanical gardens, aquariums and any enclosure where the subjects are totally dependent on man for food.

'The Welfare of the subject is more important than the photograph.' Where access to biological subjects is restricted, photographers warrant that they have followed relevant codes of practice and hold any necessary licences.

**PLEASE NOTE:** Titles **must** be factual and the subject identified.

What **IS** acceptable:

- Techniques that remove elements added by the camera, such as dust spots or digital noise.
- Techniques that enhance the presentation of the photograph without altering the content of the original scene, including HDR, focus stacking and dodging/burning.
- Colour images converted to greyscale monochrome.
- Natural history subjects including wild animals, birds, insects, marine and botanical (including fungi and algae).

- Scientific bands, scientific tags or radio collars on wild animals (and if present must not be removed).
- Images of natural history subjects in controlled conditions, such as zoos, game reserves, wildlife centres, wild flora in botanical gardens, aquariums and any enclosure where the subjects are totally dependent on man for food.
- Factual titles identifying the subject **are required**.

What **IS NOT** acceptable:

- Any form of manipulation that alters the truth of the photographic statement.
- Stitched images.
- Infrared images.
- Anthropology or archaeology.
- Human elements except if an integral part of the nature story (e.g. barn owls adapted to a human environment).
- Images of human created hybrid plants; cultivated plants; feral or domestic animals; livestock or poultry; or mounted specimens.
- Inappropriately humorous, twee, informal or sentimental titles.

***Please note that the SPA Biennial Exhibition does not have a separate Wildlife category and such images should be submitted in the Nature Category.***

### **Appendix 3**

#### **FIAP Definition of Monochrome used in SPA Competitions**

A black and white work fitting from the very dark grey (black) to the very clear grey (white) is a monochrome work with the various shades of grey. A black and white work toned entirely in a single colour will remain a monochrome work able to stand in the black and white category; such a work can be reproduced in black and white in the catalogue of a salon under FIAP Patronage. On the other hand a black and white work modified by a partial toning or by the addition of one colour becomes a colour work (polychrome) to stand in the colour category; such a work requires colour reproduction in the catalogue of a salon under FIAP Patronage.

### **Appendix 4 : Short Form Club Names**

Adur	Chertsey	Guildford	MidSussex	Richmond
Ashford	Cranleigh	Hampstead	MidThames	Southwick
BBC	Crawley	Hampton	Mitcham	Tandridge
Bookham	CrawleyDown	Henfield	Molesey	UnitedPhoto
Brighton	Croydon	Horsham	Natural	Whitton
Camping	Dorking	Kingston	OldCoulsdon	Windlesham
Capel	EastGrinstead	Lewes	Pagham	Woking
Carshalton	Epsom	Ludshott	Photocraft	Yateley
Cheam	Godalming	Malden	Reigate	

## **Appendix 5 : File Naming and Upload Procedure**

### **File Naming Convention**

**Please take care to follow this convention for image file names and check carefully before submitting.**

**The competition software automatically extracts all the information it needs from the file name.**

**Image files must be named as follows:**

Category\_Clubshortname\_ImageNumber\_Full Name incl. Distinctions\_ Image Title.jpg

**Examples:**

PRINTC\_Capel\_01\_Joe Bloggs LRPS CPAGB\_The Attack.jpg

PDIO\_Capel\_03\_ Dick Jones ARPS\_Castle Steps.jpg

1. Note that underscores are used as separators and spaces are permitted.
2. Category Abbreviations to be used in filenames

<b>Category</b>	<b>Abbreviation</b>
Colour Print	<b>PRINTC</b>
Mono Print	<b>PRINTM</b>
Nature Print	<b>PRINTN</b>
Open PDI	<b>PDIO</b>
Nature PDI	<b>PDIN</b>

3. Image Number is 1 to 4 as per your listing on Form B
4. See **Appendix 4** above for Club short names.

**Zip File and Upload procedure – please read carefully!**

1. Prepare a folder on your computer for your entry
2. Name this folder “clubshortname\_your full name” e.g. capel\_joe bloggs
3. Copy all your image files, correctly named as explained above, into this folder. No individual file should exceed 4Mb. Maximum 4 images per category
4. Compress (ZIP) this folder so that you have a .zip file named: “clubshortname\_your full name.zip” e.g. capel\_joe bloggs.zip
5. Check that the zip file is correct by uncompressing and checking that all files are present
6. Complete the online entry form here:  
<https://www.surreypa.org.uk/machform/view.php?id=32894>
7. Upload your zip file. You will receive an onscreen message confirming that your upload has been successful and you will also receive an email confirmation
8. If you experience any difficulties, please contact Ann Healey and David Chiverton via email at:  
[exhibitions@surreypa.org.uk](mailto:exhibitions@surreypa.org.uk)

**SUBMISSION DATE: The Online Entry Form must be completed, and the ZIP file uploaded, no later than 31 January 2024**