



UK DELEGATION TO SHANGHAI AND BEIJING 2015 GUIDELINES FOR PARTICIPANTS (BFI INTERNATIONAL FUND)

Introduction

We are inviting applications from film industry professionals to take part in a delegation to Shanghai and Beijing in early March 2015.

The purpose of the delegation is to support the UK industry to build relationships with the Chinese film industry and understand and progress the opportunities it presents for UK film. The delegation will also be expected to represent, promote and act as advocate for the UK film industry.

The delegation will participate in aspects of the GREAT Festival of Creativity in Shanghai, 2-4 March 2015, which will provide a high profile opportunity to build business and creative relationships between the UK and China.

Dates are likely to be from Sun 1 March (arrival in Shanghai) to Fri 6 March inclusive (departure from Beijing on Sat 7 March).

Successful delegates will be provided with an economy flight return ticket, accommodation and festival accreditation, together with assistance in obtaining the relevant visa for China. Delegates will be expected to attend all events organised by the BFI in conjunction with its partners at the GREAT Festival of Creativity, and to share their findings in the form of a detailed report to be completed within one month of end of the delegation.

Who can apply?

The BFI would like the UK delegation to represent creative excellence across the UK film industry. Applications are open to professionals with a minimum of 5 years experience in the fields of production, sales, talent representation, distribution and exhibition and who can demonstrate success on an international level with a strong interest in working with China.

Producers will be selected on the basis of experience, including a minimum of 2 lead producer credits, and who can demonstrate commitment to co-producing with China.

How to apply?

Please complete and submit an application for the Shanghai and Beijing 2015 delegation **by 6pm on Friday 9 January** to international@bfi.org.uk

If you are unable to access the online application or have problems completing or submitting an application please contact vivien.muller-rommel@bfi.org.uk before the closing date.

What happens next?

Applicants will be selected on the basis of level of experience within the industry and their potential contribution to UK and Chinese film industry or cultural relations.

Terms and conditions of participation

If you are selected as a delegate you will be asked to enter into a short agreement confirming your participation at the event and supplying us with personal details allowing us to make arrangements in your name. We will confirm what costs are being met by BFI and what you need to do.

Delegates are expected to be collegiate and participatory and, alongside furthering their own relationships, to be committed to representing the broader interests of the UK film industry.

If you subsequently fail either to attend the festival or to participate in the set events you will be required to reimburse costs incurred on your behalf.

GENERAL INFORMATION

- i. The information in these guidelines can change. The law and Government regulations on distributing National Lottery funds may also change. The BFI therefore reserves the right to review this programme and/or change its policies, procedures and assessment criteria.
- ii. The application form does not necessarily cover all the information the BFI will need in order to decide which applications to support. The BFI reserves the right to ask applicants for additional information.
- iii. All applications are made at the applicant's own risk. The BFI will not be liable for loss, damage or costs arising directly or indirectly from:
 - the application process;
 - the BFI's decision not to provide an award to an applicant; or
 - dealing with the application.
- iv. The BFI decision on applications is final.
- v. The BFI will publicise information on the number of applications it receives and the awards made.
- vi. Sometimes the BFI's Board of Governors (Trustees) or members of staff may be involved in some way with applicants. This interest has to be declared in applications from such applicants. The relevant Board Trustee or staff member will not be involved in assessing the application or the decision to make an award. Applicants are advised not to try to influence the success of their application by approaching a Board Trustee or staff member.
- vii. It is important that applicants check the information given in the application form carefully. The BFI standard terms and conditions entitle it to withhold or reclaim an award in the following circumstances:
 - If the application was filled in dishonestly or with incorrect or misleading information about the organisation or the project, whether deliberately or accidentally; and
 - If during the term of the agreement the awardee acts dishonestly or negligently to the disadvantage of the project.The BFI will follow up cases of suspected fraud and will pass information to the police.

COMPLAINTS AND APPEALS

The BFI's decision is final. Inevitably, applicants may have to be turned down and will be disappointed by this result. Formal appeals against the final decision will not be considered unless the applicant has good cause to believe that the procedures for processing the applications were not adhered to, or applied in such a way as to prejudice the outcome of the application. A copy of the BFI's Complaints and Appeals procedure can be downloaded from the website or obtained on request from the BFI's Communications Office.