

## FIAP Biennial Service

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# FEDERATION INTERNATIONALE DE L'ART PHOTOGRAPHIQUE

## The International Federation of Photographic Art

### Online registration and participation in FIAP Biennials

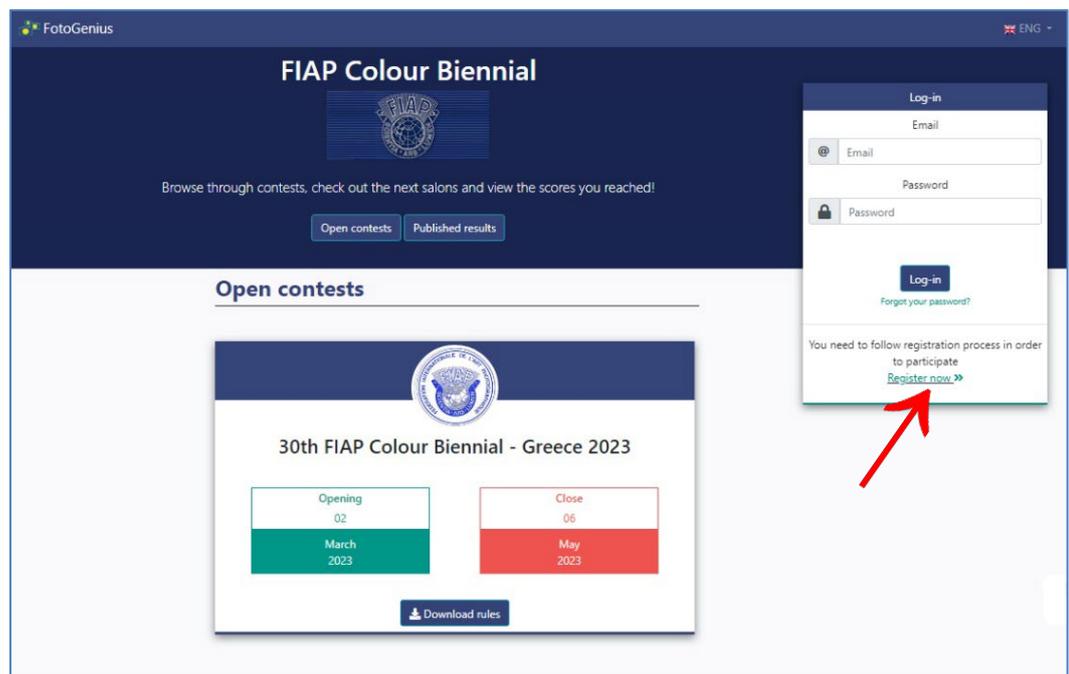
Enter the FIAP website (Biennials):  
<https://www.fiap.net/en/biennials> and click on the participation link.

## 1 – Registration - Enter username and password

Click as new user in the tab “Register now”.

If you have already registered in this Biennial then log in with your username and password.

If you have forgotten your password you can recover it by clicking the button below.



The user will be the email of the person in charge of registering and uploading the images of each Federation.

Once you have registered, you will be able to log in again using your username and password. Up to the closing date, modifications can be made to the uploaded data and images.

## 2 – Participant profile

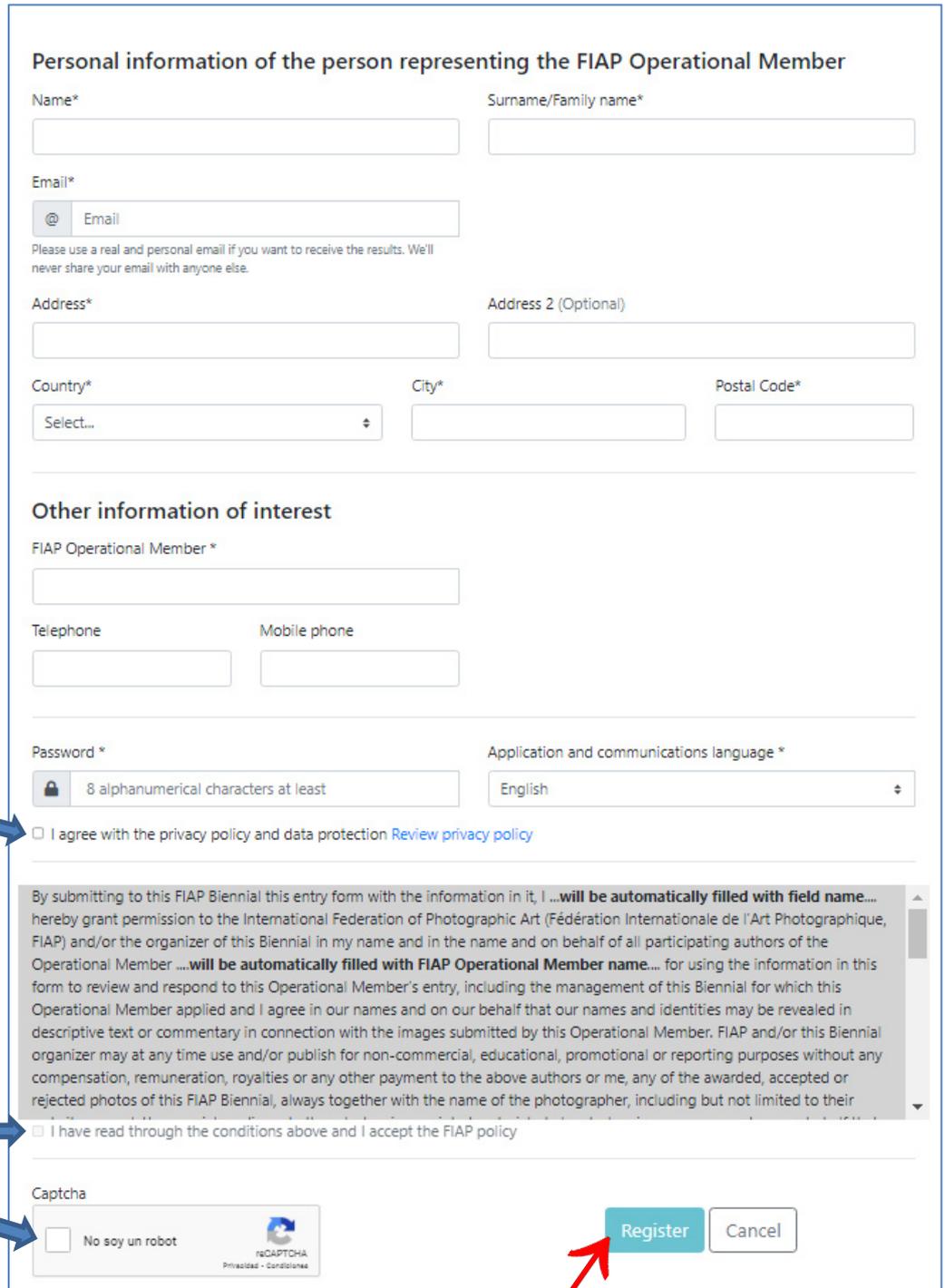
Please fill out the form with the data of the person responsible for uploading the images and the name of the Federation (Operational Member).

Fields marked with an \* are mandatory.

Please enter a password to access the platform afterwards and accept the privacy and data protection policies by ticking the checkbox.

Please scroll down the slider of the document “declaration of consent for images”. Tick the box confirming that you have read the document. After registration you will receive a copy of the document in your e-mail inbox.

Check the Captcha box and click the "Register" button to complete your registration.



The registration form is titled "Personal information of the person representing the FIAP Operational Member". It contains several sections:

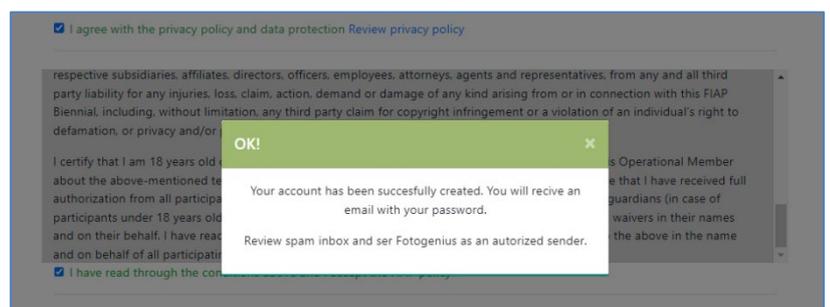
- Personal information:** Fields for Name\*, Surname/Family name\*, Email\*, Address\*, Address 2 (Optional), Country\* (dropdown), City\*, and Postal Code\*.
- Other information of interest:** Fields for FIAP Operational Member\*, Telephone, and Mobile phone.
- Security and Language:** Password\* (with a strength indicator "8 alphanumerical characters at least") and Application and communications language\* (dropdown set to English).
- Privacy Policy:** A checkbox for "I agree with the privacy policy and data protection" with a link to "Review privacy policy".
- Consent:** A scrollable text area containing a declaration of consent for images, followed by a checkbox "I have read through the conditions above and I accept the FIAP policy".
- Captcha:** A checkbox "No soy un robot" and a reCAPTCHA logo.
- Buttons:** "Register" (highlighted with a red arrow) and "Cancel".

A confirmation message will appear indicating that you have registered. You will receive an email with your username and password.

From now on you will be able to enter with these credentials and participate in this FIAP Biennial.

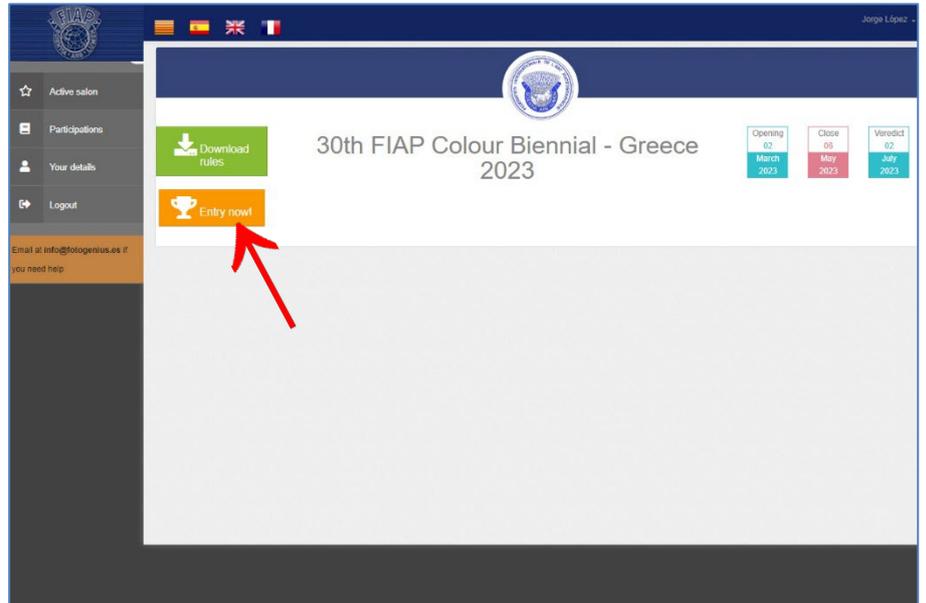
### **NOTE:**

These credentials are only valid for this FIAP Biennial. If you subsequently participate in another FIAP Biennial you will have to register again.



### 3 - Uploading Images

To participate click the button "Entry now!"

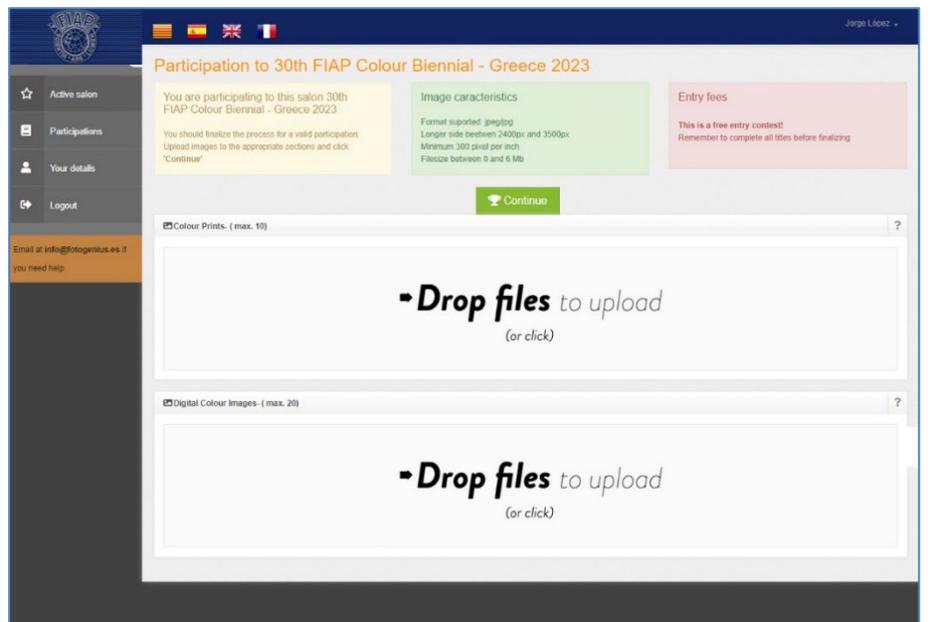


Before uploading the images, make sure that they comply with the resolution specifications given in the regulations.

To upload images, drag them to the section you wish to participate in or click on the space for that section.

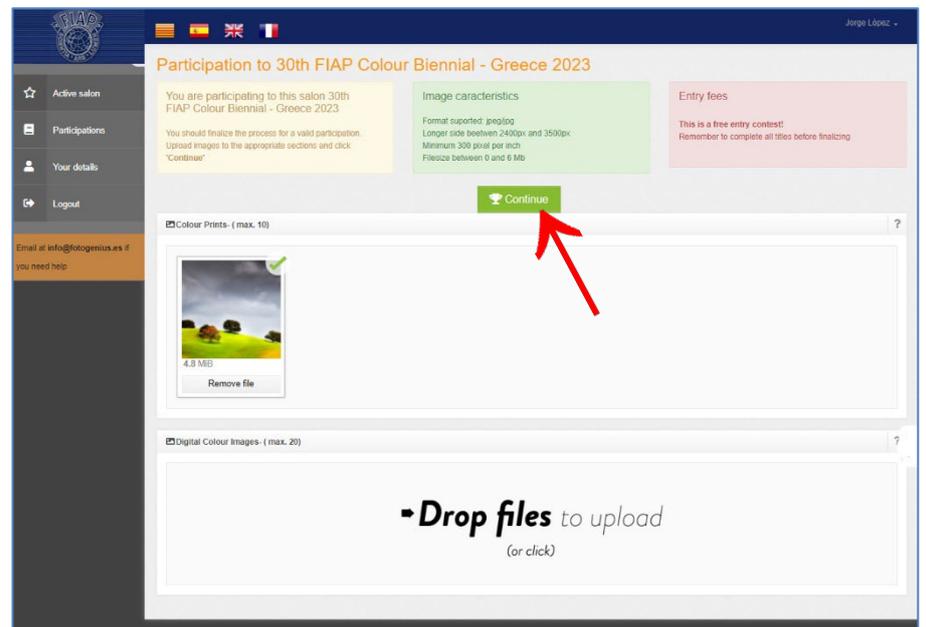
File names must not contain special characters.

If you participate in the Print section you must also upload a digital version of them in the indicated resolution.



The order in which the images are uploaded will be the order in which they will displayed when judging the coherence of the collection.

The two sections of this Biennial are shown on the same screen.



Once the images have been uploaded, press the green button: "Continue".

Do not forget to enter the collection title for each of the sections in which you participate.

For each image you must indicate:

- Work Title
- Photographer's name
- Photographer's surname
- FIAP Distinctions (if any)

The screenshot shows the user interface for the 30th FIAP Colour Biennial - Greece 2023. The interface includes a sidebar with navigation options: Active salon, Participations, Your details, and Logout. The main content area displays a warning message: "WARNING: this contest has paper categories. Download the information filled document and attach it to your postal shipment." Below this is a green "Download document" button. A red arrow points to this button. The main content area also shows a "Collection name" input field and a "Finalize" button. A red arrow points to the "Finalize" button. The main content area also shows a "Remove file" button. A blue arrow points to the "Collection name" input field. The main content area also shows a "Remove file" button. The main content area also shows a "Remove file" button. The main content area also shows a "Remove file" button.

#### **For the print section:**

By clicking on the green button "**Download document**" you can obtain a document with the details of the images to be sent to the Biennial by post.

It is advisable to include a copy of this document together with the prints for a better control by the organisers.

Once you have completed the data of the uploaded images, please click the red button "**Finalize**".

The system will send you a confirmation email with the images you have uploaded.

You can still make any changes before the closing date of the Biennial. Just log in again with your credentials.

**Good luck!**

## Preparation and sending the prints

Send the prints to the address indicated in the Biennial's regulations in time to avoid delays in the postal service. Please consider the following:

- The maximum size of the prints must be 30x40 cm (A3 and 12 "x16" formats are also accepted).
- Send the photos in flat form. For customs reasons avoid using large boxes.
- Inform the organiser of the mail tracking number.

Include the following information on the back of the prints:

- Name of the Operational Member (Federation)
- Country
- Photographer's name
- Title of the work
- Order number

You can use the labels designed for this purpose by downloading them from the FIAP website:

<https://www.fiap.net/en/biennials>

The labels are a pdf form and are easily self-filling. They can be printed on self-adhesive paper and then stuck to the back of the prints.

Remember that for individual judging the photos must first be mixed and then re-sorted to judge the collection coherence. Correct labelling of prints will help organisers to handle them.

**Thank you for your cooperation!**

<p>Operational Member (Federation):</p> <p>Country name:</p> <p><b>1</b> Author's name:</p> <p>Title of the work:</p> <p>(over stamp)</p>	<p>Operational Member (Federation):</p> <p>Country name:</p> <p><b>6</b> Author's name:</p> <p>Title of the work:</p> <p>(over stamp)</p>
<p>Operational Member (Federation):</p> <p>Country name:</p> <p><b>2</b> Author's name:</p> <p>Title of the work:</p> <p>(over stamp)</p>	<p>Operational Member (Federation):</p> <p>Country name:</p> <p><b>7</b> Author's name:</p> <p>Title of the work:</p> <p>(over stamp)</p>
<p>Operational Member (Federation):</p> <p>Country name:</p> <p><b>3</b> Author's name:</p> <p>Title of the work:</p> <p>(over stamp)</p>	<p>Operational Member (Federation):</p> <p>Country name:</p> <p><b>8</b> Author's name:</p> <p>Title of the work:</p> <p>(over stamp)</p>
<p>Operational Member (Federation):</p> <p>Country name:</p> <p><b>4</b> Author's name:</p> <p>Title of the work:</p> <p>(over stamp)</p>	<p>Operational Member (Federation):</p> <p>Country name:</p> <p><b>9</b> Author's name:</p> <p>Title of the work:</p> <p>(over stamp)</p>
<p>Operational Member (Federation):</p> <p>Country name:</p> <p><b>5</b> Author's name:</p> <p>Title of the work:</p> <p>(over stamp)</p>	<p>Operational Member (Federation):</p> <p>Country name:</p> <p><b>10</b> Author's name:</p> <p>Title of the work:</p> <p>(over stamp)</p>