

**Procedure for submitting the data for commission exam screening -
August / September 2019**

ENG version_20190515

1) The Elements system and the FAMU Studio Central Data Depository

Please submit your file by the deadline specified in the information e-mail and on the website of FAMU STUDIO.

If films are submitted late FAMU Studio cannot guarantee that the final export will be verified and the Films submitted for screening at FAMU projection.

Upload the final versions of your films for your commission exam presentation using a web browser through elements.studiofamu.cz.

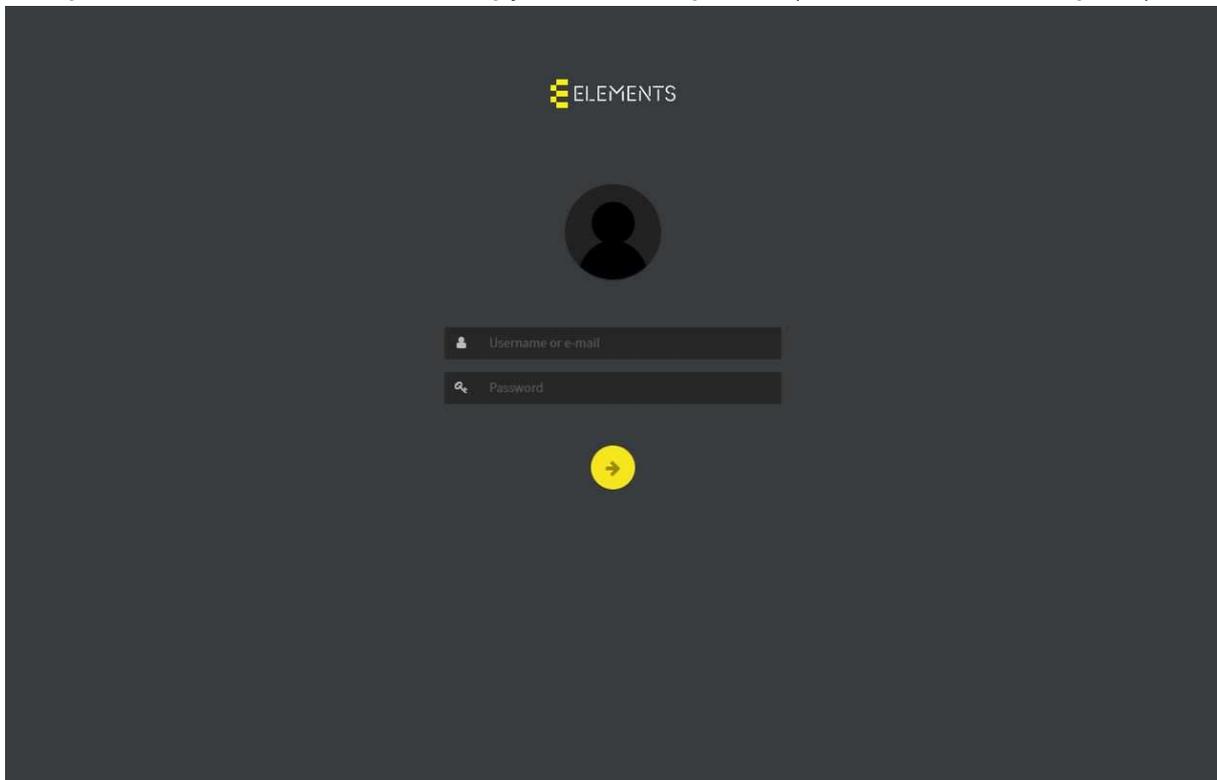
The address is accessible from the AMU Network:

- In Lažanský Palacce, you can use the student PC in the corridor on the third floor (these computers are equipped only with USB2 interfaces, so the upload rate is approximately 1 GB per minute);
- You can also use computers at the various Departments or in the FAMU Studio building (Student Production Room on the fourth floor).

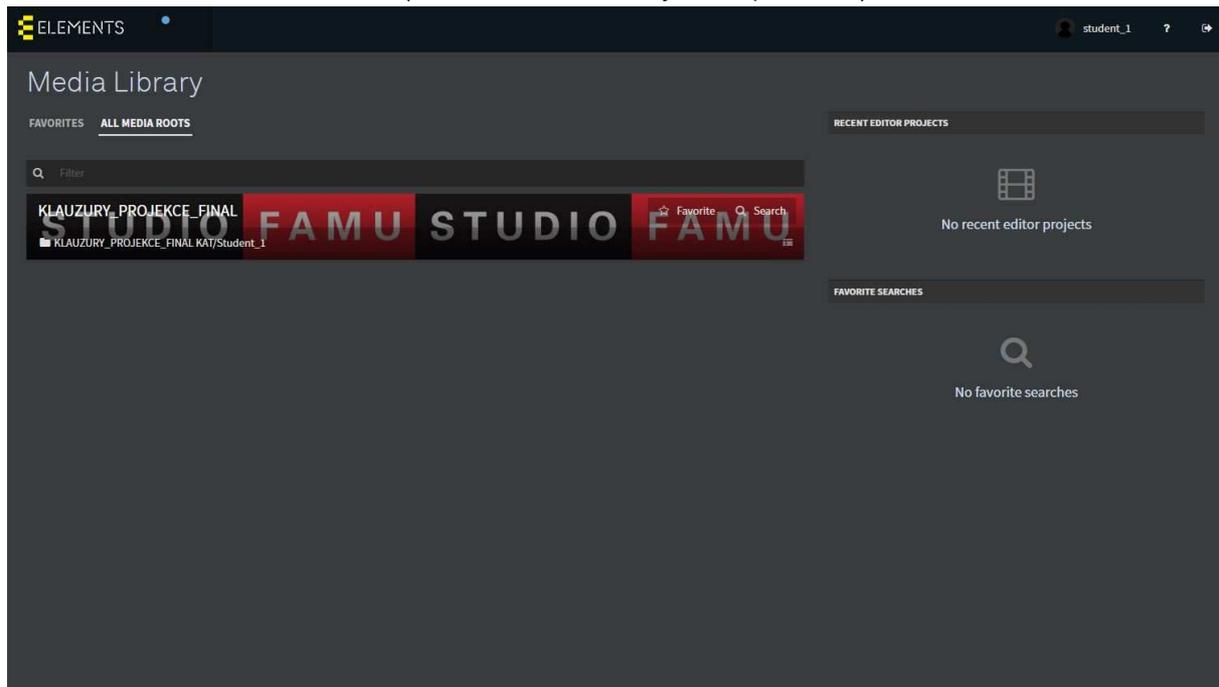
The elements.studiofamu.cz address is also accessible via Internet from anywhere. The file upload speed will depend on the transmission rate of the specific Internet connection – the UPLOAD rate applies!

PROCEDURE:

1. Log in at elements.studiofamu.cz using your student login data (the same as when using KOS).

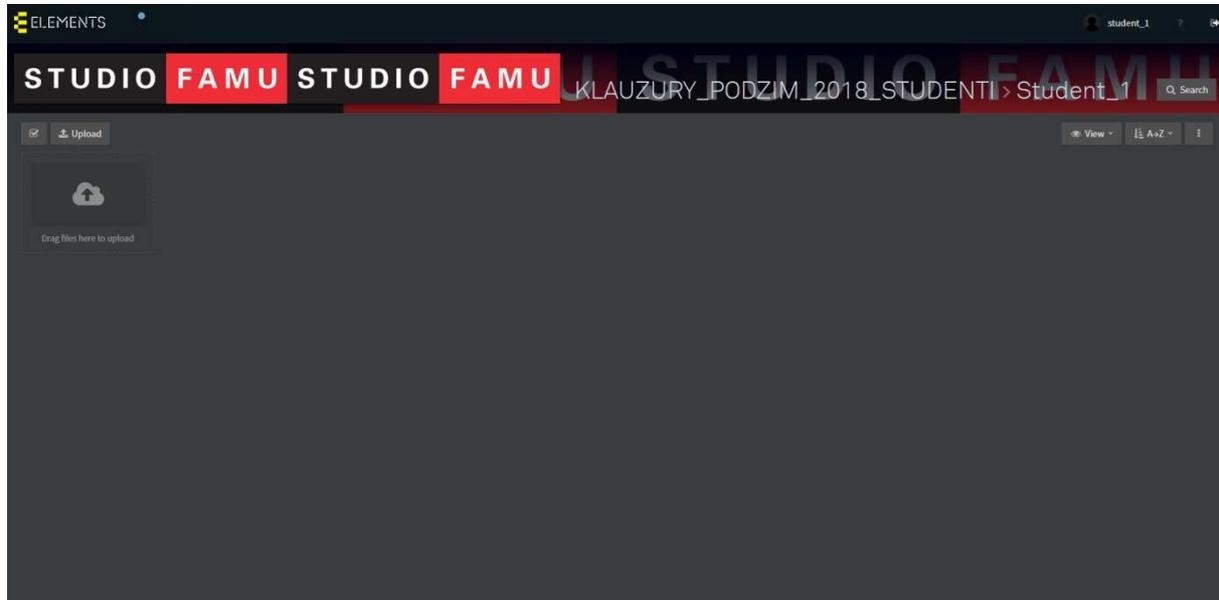


2. Once you are logged in, the “Media Library” page will open. Click on the icon, KLAUZURY_PROJEKCE_FINAL_...(+ the abbreviation of your Department).



3. You can upload your film to your chosen media library in two ways:

- a) Using the “Upload” button,
- b) Using the Drag and Drop method.



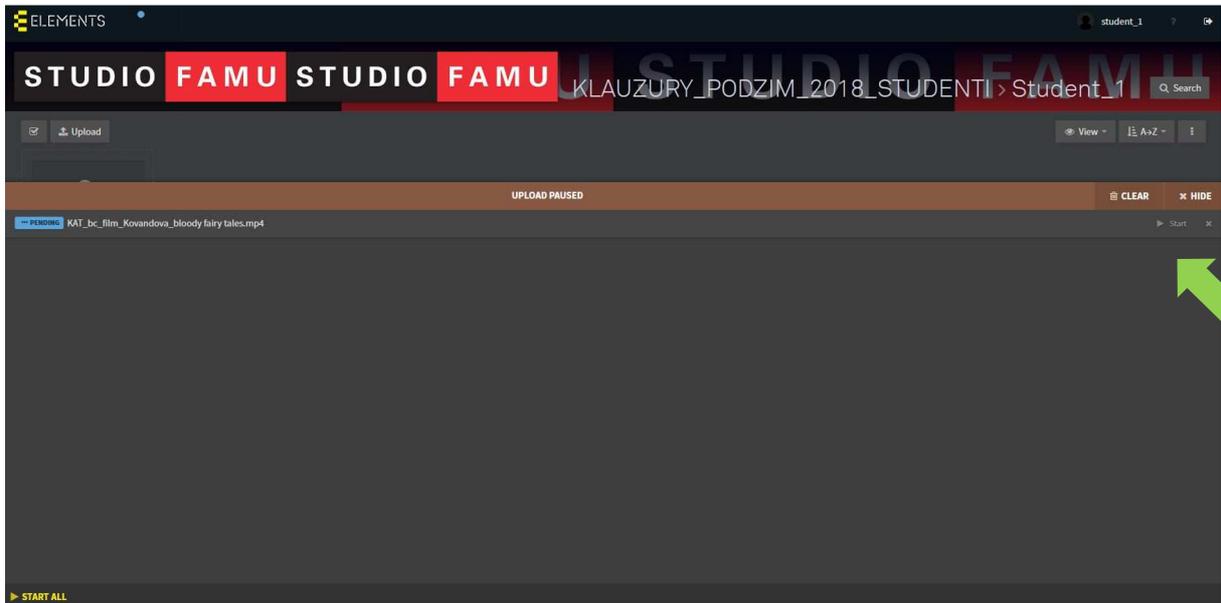
THE FILE NAME MUST CONFORM TO THE BINDING NAMING CONVENTION:

Department_exercise type based on the White Book_student surname_exercise title

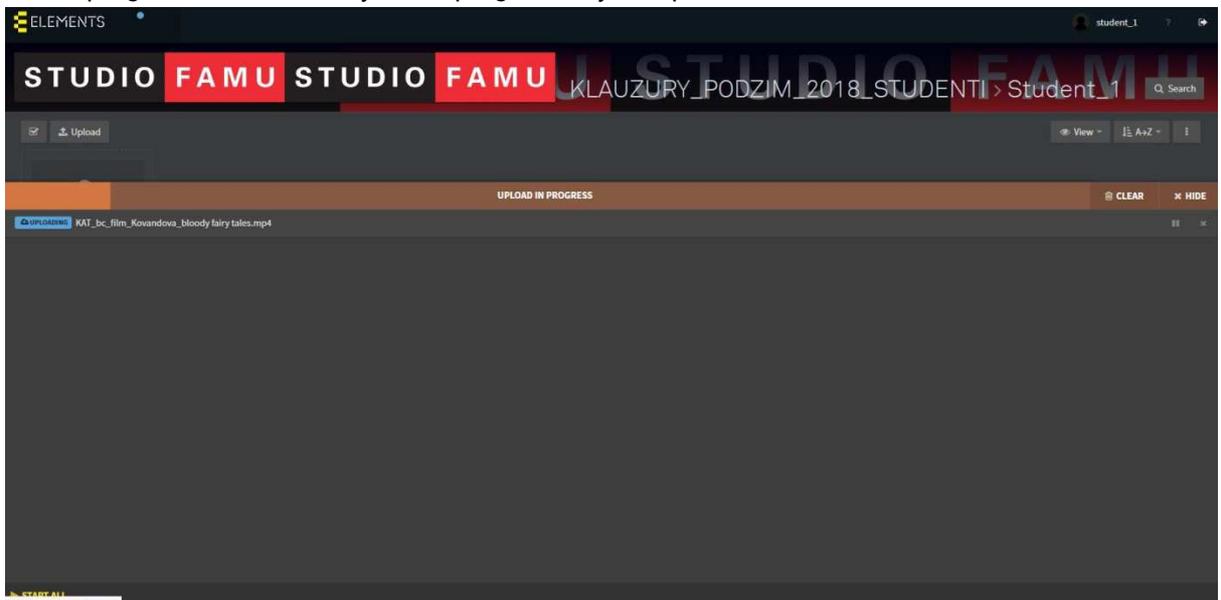
Example: **KAT_bc_film_Kovandova_Bloody_fairy_tales.mp4**
(Do not use the Czech diacritics or spaces in the file name!)

See the file size and technical parameters below.

4. To start the upload, press “START ALL” or “START”.

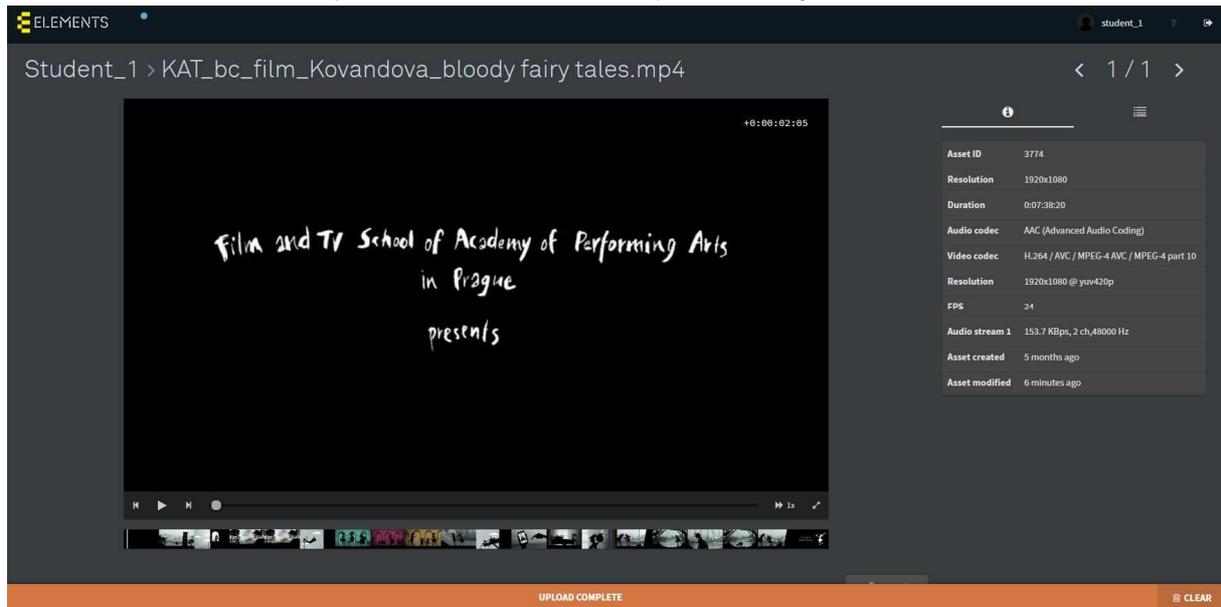


5. The progress bar will show you the progress of your upload.

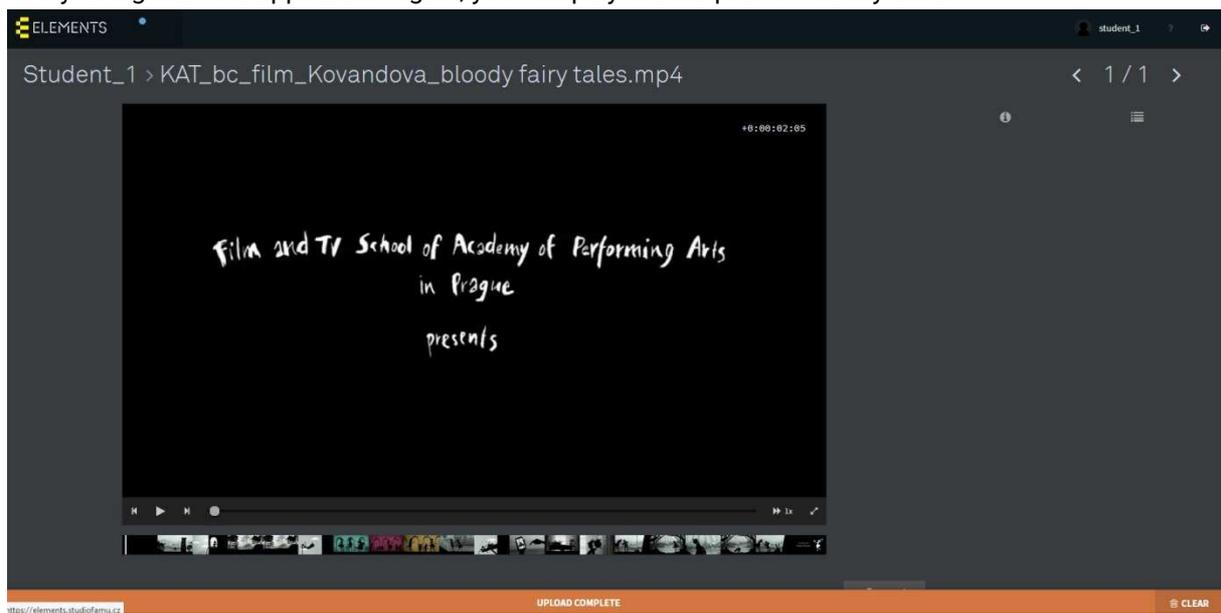


6. Once the uploading is completed, click on the CLEAR icon and a video preview will show (the preview generation may take some time depending on the file size).
Your data in full definition will also be saved to the FAMU Studio Central Data Depository so that it is

accessible to FAMU Studio personnel and for screening in Lažanský Palace.



7. If you log in to the application again, you can play the file preview at any time.



Should you face any technical difficulties logging in or submitting your files, please contact Mr. Martin Hřebačka, FAMU Studio Data and Workflow Manager, by calling 602 364 252 or via e-mail: martin.hrebacka@studiofamu.cz, or Mr. Vít Petrášek, Head of the TV Section., tel. 234 244 418, e-mail: vit.petrasek@studiofamu.cz.

REQUIRED FINAL EXPORT PARAMETERS

File Name:

Department_type film project by White Book_Surname of student_Name of film project (without diacritics)

File / Container: **QuickTime movie (.mov)**

Resolution: **Full HD 1920x1080**

Framerate: **24/25/30 fps**

Codec: **ProRes** (not Proxy)

H264 (stereo 2.0 only) - will be converted to ProRes

Stereo Audio 2.0:

48 kHz, 16b:

(a) AAC 192k

(b) PCM

5.1 Audio - Apple ProRes only!

48 kHz, 16b, PCM

a) 5.1 (L, R, C, LFE, LS, RS);

b) 6x mono (eventually 3x mono L, R, C): little endian

The Instructions for export 5.1 from DaVinci Resolve:

<https://www.youtube.com/watch?v=ZnNOjHbc8j0&t=146s>

Mono sound:

As stereo 2.0 (L = R) or as channel C in 5.1 settings.

If you have a technical problem with exporting your film in the required format, contact TV Department of Studio FAMU.

Colleagues from the TV department of FAMU Studio will be available for you from MO – FRI , 9am-12pm.

Contact persons are Vít Petrášek, tel.: 234 244 418, vit.petrasek@studiofamu.cz and

Jan Kovačovič, tel.: 234 244 418, jan.kovacovic@studiofamu.cz

2) In the event of serious complications, your final film can still be submitted to FAMU Studio by the required date using the FileSender service, to the address (Příjemce/Recipient): klauzury@studiofamu.cz

We can send you invitations for **FileSender** upon request (they will not be send to everyone automatically); if this is the case please contact Zuzana Hadravová, tel. 234 244 441, e-mail zuzana.hadravova@studiofamu.cz

FileSender service:

The size of one file (a few files in one folder) can be up to 1.9TB. You can send multiple files at once.

The format of the final export corresponds to the above.

Emergency and questions: MO – FRI 9.30am – 3pm:

Zuzana Hadravová, tel. 234 244 441, e-mail: zuzana.hadravova@studiofamu.cz

Martin Hřebačka, tel. 602 364 252, e-mail: martin.hrebacka@studiofamu.cz