

## DIGITAL FILE PREPARATION

**This section applies to all entrants whether you are submitting print and/or digital entries to the Iris Awards.**

All entries must be entered online at <https://nzipp.awardsplatform.com/>

- Log in to the Award Force platform if you have entered the NZIPP Iris Awards at any stage since 2020.
- If you are a first time user, you need to register by clicking the link above and completing the register now section.

Ensure your digital file represents the finished appearance you wish judges to view. For an image where you would have used a circular, oval or polygonal mat if you had been printing your entry, apply an overlay mask in Photoshop. This ensures the audience and judges view your intended format, and awarded images are represented correctly in all NZIPP and sponsor material.

### IMAGE UPLOAD FILE SPECIFICATIONS

For all entries, your uploaded digital file must be:

- Dimensions: 25.4cm on the longest side
- Resolution: 300 dpi (3000 pixels)
- Colour Mode: RGB colour mode (not Grayscale)
- Bit Depth: 8 bits/Channel
- JPEG Quality: 8
- Colour Profile: sRGB
- JPEG Format: Baseline ("Standard")

### DIGITAL FILE NAMING

Please use the following file naming convention for your digital entries:

Surname\_First Name\_Entry Number,  
eg. Bloggs\_Joe\_01

Your file name needs to match the name of your folder of raw images that are supplied for vetting.

Once your entry file is ready, visit <https://nzipp.awardsplatform.com/> to upload your file(s). Follow the prompts to submit your entries.

### PROVIDING CAPTURE FILES

As per the Call for Entries, you need to supply your original capture files to NZIPP, preferably via an online file transfer service eg OneDrive, We Transfer or Dropbox.

## PREPARING YOUR ENTRIES FOR THE 2023 NZIPP IRIS AWARDS

These files must be uploaded and available from the time you submit your entries via the online portal. You will be asked to provide a URL link at the time of entry. This link must remain live with all files available until the 31st of August 2023.

If you are not able to upload your files, you can send a USB drive with your print case (if submitting print entries) or by mail/courier (if entering digital entries only) with a self-addressed, prepaid envelope or courier bag (if entering digital only).

### CAPTURE FILE PREPARATION

You need to submit:

- All 'original capture' (RAW, DNG, or unedited JPEG) files for each and every element used within each entry submitted;
- The final image file for each entry. This is the same flattened JPEG file you will upload as part of your online entry registration.

Folder Organisation:

- Create a single main folder with your name (this is the folder you need to share a link to, or have on the root directory of your USB drive.)
- Inside the main folder, create a separate folder for each image entered, naming it with a short image title that allows for quick identification of each entry.

If you're entering digital images only (i.e. not sending a print case), you'll need to send your USB drive to:

NZIPP Iris Awards  
C/- 210 Hill Street  
Richmond  
Tasman 7020  
NEW ZEALAND

Please include a prepaid, self-addressed envelope if you wish your USB to be returned.

This needs to be sent once you have completed your online entries.

## FILE PREPARATION: PHOTOSHOP

### IMAGE MODE

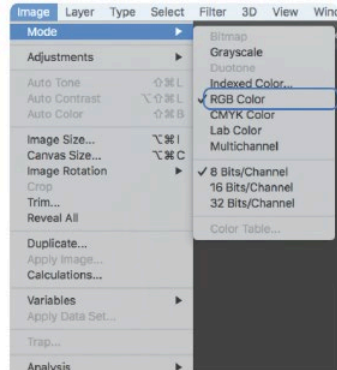
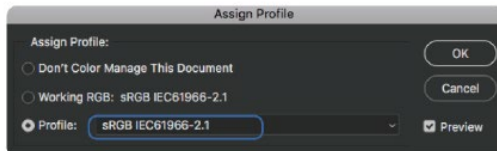


Image > Mode:

- » RGB colour mode (not Grayscale)
- » 8 bits/Channel

### ASSIGN PROFILE



Edit > Assign Profile:

- » sRGB (1998)

### IMAGE SIZE

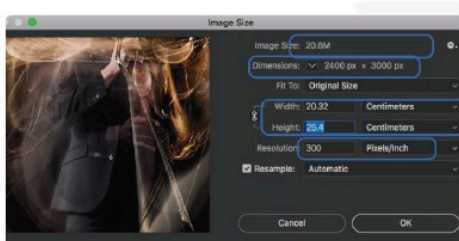
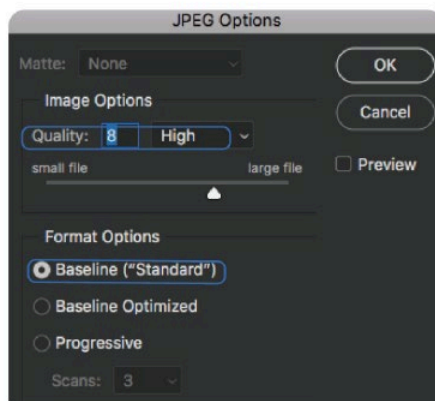


Image > Image Size:

- » 25.4 cm on the longest edge (side)
- » 300 dpi (3000 pixels)

### SAVE SETTINGS

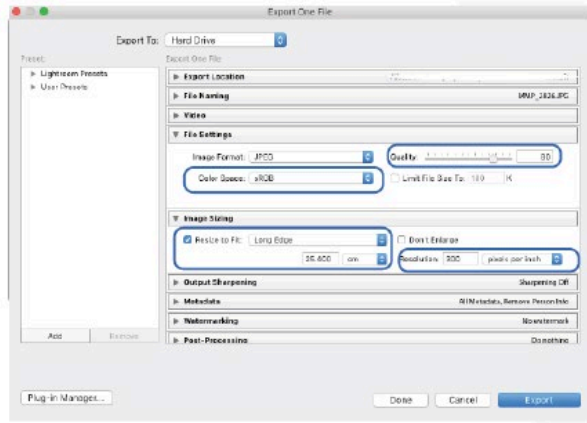


File > Save As > JPEG:

- » Quality: 8 (High)
- » Baseline ("Standard")

## FILE PREPARATION: LIGHTROOM

### IMAGE SETTINGS - LIGHTROOM



#### JPEG Export:

- » Quality: 80
- » Colour Space: sRGB
- » Image Size: 25.4 cm on the longest side
- » Resolution: 300 (pixels per inch)

## PREPARING PRINT ENTRIES

**The following instructions apply to all photographers submitting Print entries to the Iris Awards.**

If you are intending on entering prints, make sure you have ordered a print case to send them in. Details on print cases and boxes can be found on page 14 of the Call For Entries Document.

Follow the instructions below to ensure your submission comply with our requirements for the printing, mounting and handling of all print entries.

It can be helpful to print this section and give it to your printer and/or framer to ensure your images meet the criteria outlined.

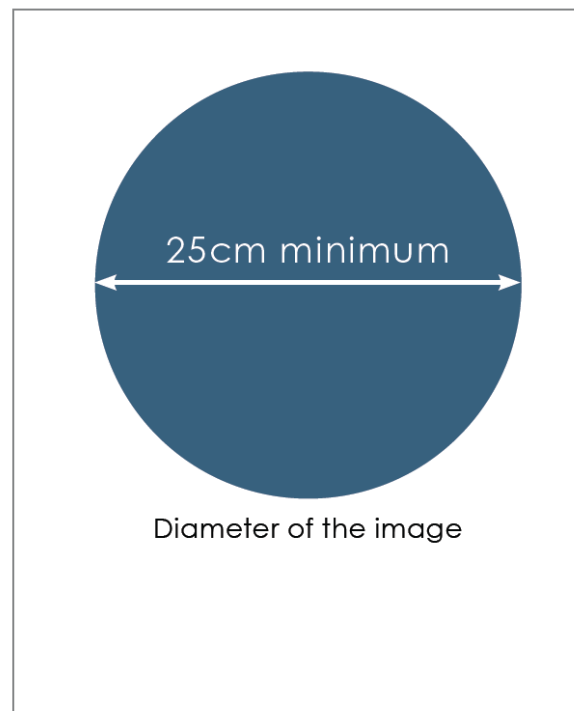
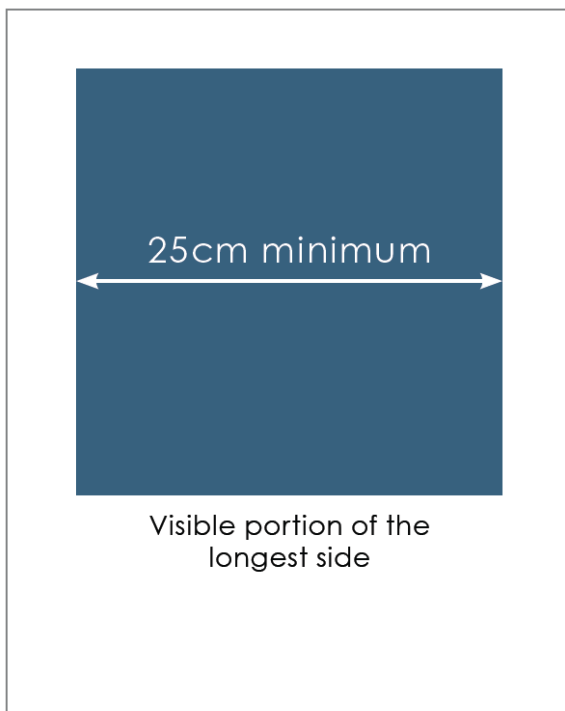
### MINIMUM IMAGE SIZE

The visible portion of an image, inside any matting, must be no smaller than 25cm on the longest side. One side of the image must be at least 25cm. The only exceptions to this are when entering polaroid, tin type or glass plate originals.

### IMAGES WITH MATTED OVERLAYS

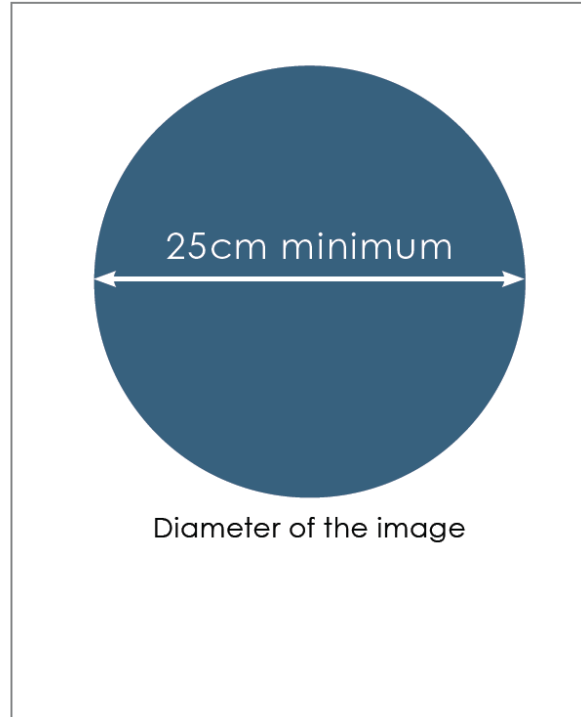
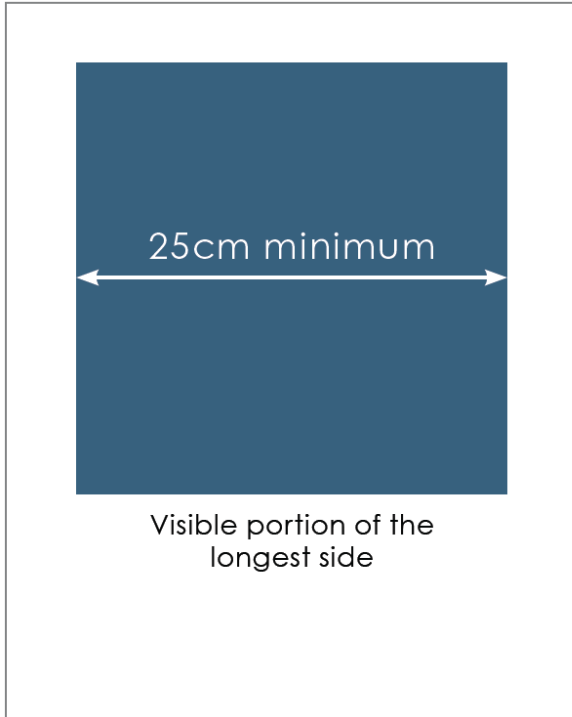
Print images so the longest side is greater than 25cm e.g. print at 26cm so that you have some image to tuck behind the mat;

Provide your matter with clear instructions about the minimum visible image size.



### SQUARE & CIRCLE IMAGES

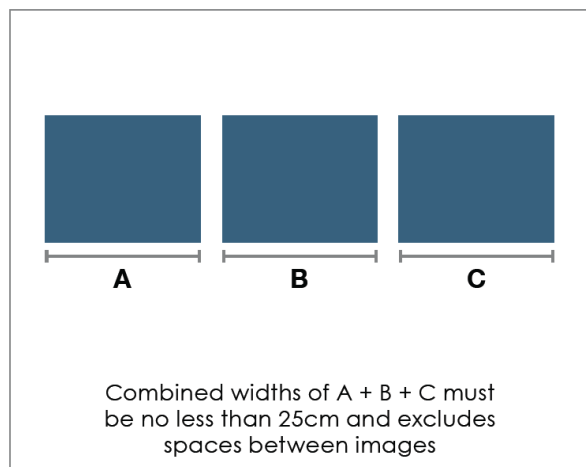
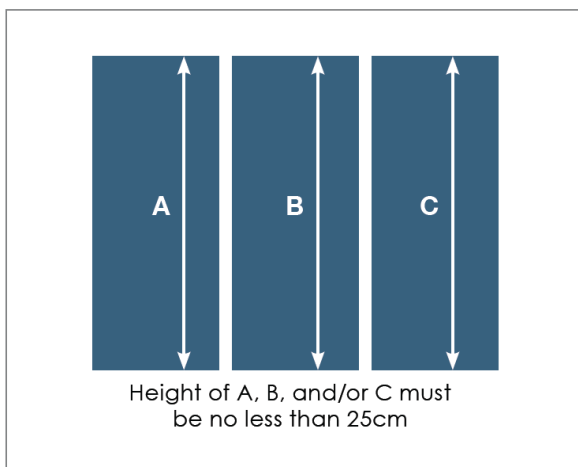
The width or diameter of the visible portion of the image must be no smaller than 25cm.



### MULTIPLE IMAGES (SERIES)

For an entry made up of two or more images on a single mount:

- The height of at least one image must be at least 25cm; or,
- The combined width of all images, the visible portion only, must be at least 25cm. This excludes the spacing between the images.

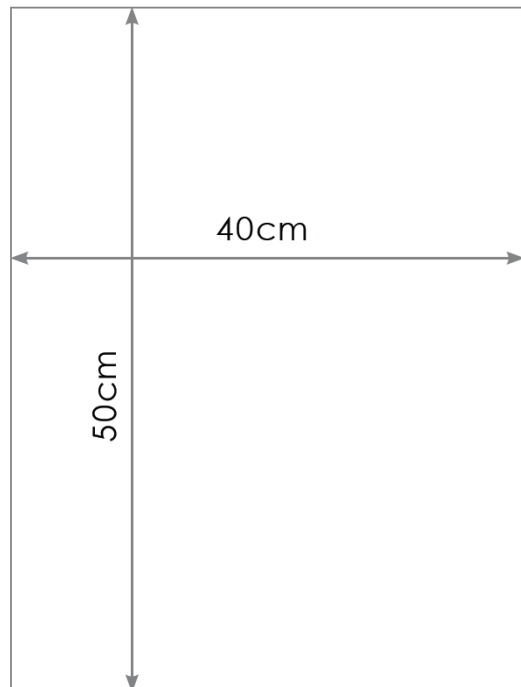
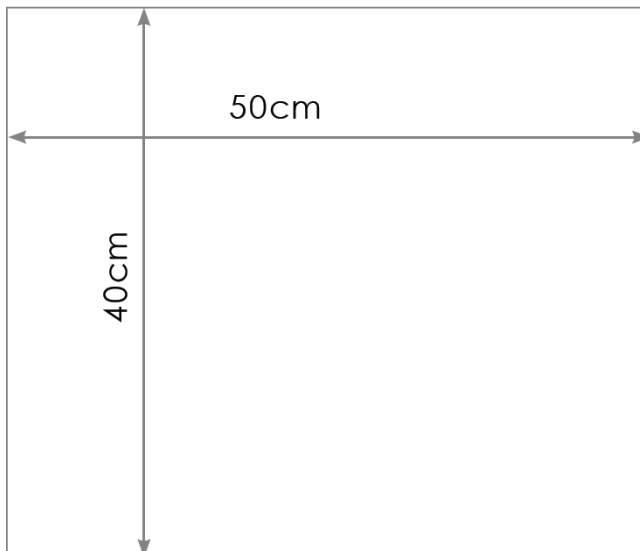


### MOUNTING YOUR PRINTS

The presentation of entries in the Iris Awards must be of a professional standard. They also need to be lightweight and of a uniform size for ease of handling and display.

For all print entries:

- These must be flush- or window-mounted onto a 3mm or 5mm foam core backing board; total thickness must be between 3-7mm;
- The mat board and backing board dimensions must be 50cm x 40cm;
- The prints can be mounted using either a vertical or horizontal orientation;
- The largest size a print can be is 50cm x 40cm;
- Prints must be mounted in such a way they will not damage other prints or require special handling – no part is to protrude above the surface level of the mat board.



## PRINT LABELS AND PACKAGING

### PDF IDENTITY LABELS

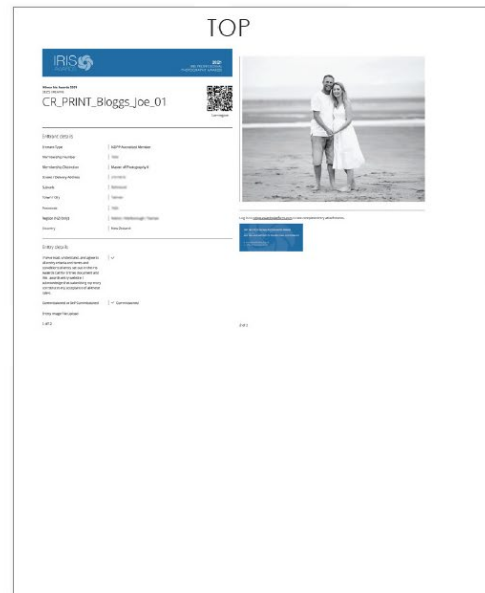
PDF documents are generated on completion of your online entry registration. Save these documents to your computer. Once you have made payment and submitted your entry, you'll see the PDF icon to the right of your entry. Click on this to download to your computer.

ID	Entry	Chapter	Category	Status	Updated
3134	CR_PRINT_Bloggs_Joe_01	Default	TEST	In progress	23 hours ago

### PDFS:

These are two page documents. We need the barcode, entry details and file name from the document, You can cut and paste these to make them fit on the back of your print. We apologise that we are unable to alter the way these print.

- Do not reduce the size of the pdf when printing
- They must be clear and black to ensure they can be read by the scanners,
- Attach the PDF printout to the top left on the back of each respective print.
- Write the word 'TOP' to show the correct viewing orientation.
- Remove residue glue, adhesive tape, velcro, etc., from the back of mounted work, to prevent damage to your own prints or to the work of others.





## PACKING YOUR PRINTS

When packing your prints:

- Interleaf your prints with a sheet of tissue paper, or similar, to protect the print surface. There is no need to 'wrap' and secure each individual print. This creates excess rubbish.

Include with your entries:

- USB (if you haven't already uploaded your original capture files via an online file transfer service), containing all original capture (RAW, DNG or unedited JPEG) files (see page 13 of the Call for Entries)
- Return address label containing your name, address and phone number to be attached to the outside of your package when we return it to you.

## PACKAGING OPTIONS

### INDIVIDUAL ENTRANTS (INCLUDING INDIVIDUAL STUDENT ENTRIES)

Please note, no two entrants can share a print case or print box, even if from the same studio. The only exception is for student group entries (see below).

### FOR PURCHASE OF PRINT PACKAGING:

- Rigid Print Cases (Plastic – last 5-10 years or more): Chris Parker: [chris@photographics.co.nz](mailto:chris@photographics.co.nz)
- Cardboard Print Boxes (last 1-2 years): Sean Dick: [sean@evokestudio.co.nz](mailto:sean@evokestudio.co.nz). Sean has minimal supply available.
- NZIPP have a small number of new rigid plastic print cases available. Email [info@nzipp.org.nz](mailto:info@nzipp.org.nz)

### PRINT CASE SIZES

Print Cases need to be no larger than 45cm x 55cm with a depth of 10cm.

If you are not using a print case or box as described above, you must use a box packaging that does not require taping and/or wrapping of prints for their return. It must be sturdy to protect your images. NZIPP takes no responsibility for prints damaged in transit.

### STUDENT GROUP ENTRIES ONLY

Individual students from the same institution can share a print case or sturdy returnable box.

## SENDING YOUR PRINTS

### SEND PRINT ENTRIES TO:

PLEASE NOTE: Print boxes will only be accepted at this address from Monday 18th of July 2023.

NZIPP IRIS Awards  
c/- Pack N Send  
Unit 1  
213 Blenheim Rd  
Riccarton  
Christchurch, NZ

Tape the print box carefully so it doesn't come open in transit.

Firmly attach a sheet of acetate (one side of a clear acetate L-pocket is great for this) to the box. Insert your address label into this. Adding a velcro dot at the open edge of the pocket will prevent the label falling out.

Your entries will be returned in the same print box.

To avoid delays, worry, and disappointment:

- Plan for your prints to arrive in Christchurch between 9am 18 July 2023 and 5pm Friday 4 August 2023 (NZST)
- Send your entries well in advance of the print delivery deadline!
- Take into account any delays that may be caused by your courier or postal service for overseas entries
- Track your entries!

### AUSTRALIAN AND INTERNATIONAL ENTRANTS

Entries will need to pass through NZ Customs. To make the process smooth, and to minimise the risk of additional fees and taxes, mark your Customs Declaration form with the following:

- Entries into the NZ Iris Professional Photography Awards
- Limit the monetary value of the goods to no more than \$150.00

Track your parcel progress to the delivery address on the label.

NZIPP will not be responsible for paying any import duties or GST for entries. Nor will NZIPP take responsibility for coordinating the release of an entrant's work from Customs or their agent.

## PREPARING YOUR ENTRIES FOR THE 2023 NZIPP IRIS AWARDS

Entries must be accompanied with pre-paid, return address label and packaging and any international documentation that may be required if you want the entry returned.

### **DELIVERY CONCERNS**

If your entry has not arrived by the delivery deadline, 5pm Friday 4 August 2023 (NZST) please notify us immediately at [honours@nzipp.org.nz](mailto:honours@nzipp.org.nz)