

Electronic Lodgement of Text

For the 2013 Eisteddfod we are implementing an electronic lodgement of text process that will eventually lead to no paper copies of poems or other pieces being required or accepted in the future. From this year onwards you will be able to upload your pieces to us directly through our web site without the need to provide us with a hard copy at the event.

You must also bring with you a backup copy or USB flash drive device as a precaution in case something goes amiss with the technology.

All competitors, parents and teachers should also be familiar with the requirements of the electronic lodgement rules which can be found on **page 11** of our syllabus document.

Important information relating to your responsibilities regarding Copyright

Despite competitors not being required to submit paper copies at the Eisteddfod they are still subject to each and every requirement of the **Australian Copyright Act 1968**.

All competitors, parents and teachers need to be familiar with the general copyright requirements which can be found on **page 6** of our syllabus document. **It is the responsibility of the competitor to ensure that any accompanying music complies with current licensing regulations.**

Any digital text format file created for submission to the Eisteddfod by must be done from an **original** and in accordance with CAL/APRA/AMCOS requirements.

Important information relating to formatting

The preferred format for your speech and drama documents are Word files created using Microsoft Office 2010 or earlier versions of software or any other applications that have the capability of producing documents in the exactly the same format.

These files will have an extension .DOC or .DOCX

An alternative for anyone that does not have the capability to produce WORD files is to provide plain text files.

These files should be saved with an extension .DOC

You are required to name each file with the section number, competitor name and title of the poem or piece.

E.g. for Mary Smith in Section 345 reciting The Calves the file should be named
Section 345-Mary Smith-The Calves.doc

If you already know your competitor number as published in the official programme then you should substitute that number for the competitor name.

E.g. If Mary Smith is competitor number 8 then file should be named
Section 345-8-The Calves.doc

It is the competitor's responsibility to ensure that the file they upload to the Eisteddfod web site contains the correct text for their performance.