

## Electronic Lodgement of Text

At the BlueScope WIN Wollongong Eisteddfod we have mandatory electronic lodgement of documents that has lead to no paper copies of poems or other pieces being required or accepted at the event. Each year you are required 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 in our syllabus and programme documents.

### COPYRIGHT

#### **ALL ENTRANTS AND TEACHERS HAVE A RESPONSIBILITY TO COMPLY WITH LAWS AND REGULATIONS UNDER THE AUSTRALIAN COPYRIGHT ACT 1968.**

The conditions relating to the use of printed material that can be used at this Eisteddfod for adjudicator's copies and competitor's copies can be found on the APRA/AMCOS web site.

Individual competitors (or the studio or school etc. to which they belong) are required to obtain the appropriate permission or licence for the making of recordings of copyright musical works where these recordings are used as a backing for their Eisteddfod entry.

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

The City Of Wollongong Eisteddfod Inc. is covered by an Eisteddfod blanket licence agreement for the use of sheet music and backing tracks. The fees payable for this licence have been added to appropriate section entry charges. As a member of the Association of Eisteddfod Societies of Australia (AESA) the Eisteddfod receives a small discount on the amount payable.

**Contact:** APRA | AMCOS Head Office, 16 Mountain Street, Ultimo, NSW 2007 **OR**

Locked Bag 5000, Strawberry Hills, NSW 2012

General Inquiries Ph: 02 9935 7900 Email: [apra@apra.com.au](mailto:apra@apra.com.au)

Web site: [www.apraamcos.com.au](http://www.apraamcos.com.au) Facebook: [www.facebook.com/apra.amcos](http://www.facebook.com/apra.amcos)

For printed CAL Ph: 02 9394 7600 and for recorded music PPCA 02 8569 1111

### Important information relating to formatting

The preferred format for your speech and drama documents are Word files created using Microsoft Office 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**

Adobe Acrobat **.PDF** files can also be submitted where no WORD document is available.

You are required to name each file with the section number, competitor name and title of the poem or piece as per the following examples:

Section 345-8-Mary Smith-The Calves.docx

Section 304(1)-4-Simon Jones-The Clown.docx (Championship item 1 verse "The Clown")

Section 304(2)-15-Julie Peters-Brothers.docx (Championship item 2 prose "Brothers")

Section 327&332-4-Mary Smith-name of poem.mp3 (Combined sections Poetry)

Section 354A-1-Simon Jones & Julie Peters-name of poem (Split section poems for 2)

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.