



# Guidelines & Rules of Organising a Mini-INPUT

Many stakeholders to INPUT make large capital and intellectual investment towards the annual INPUT conference. These stakeholders do not only include the people who volunteer their time towards INPUT (International Board, National Coordinators and Moderators) but also the programme makers, who entrust their property to INPUT.

All programmes used at the INPUT International Conference are protected by copyrights and subjected to national and international laws applying to the matter.

Therefore, these programmes **CAN NOT** be used outside the International Conference without the permission of the rights' owners.

To make sure that this investment and trust is treated with due respect, the following guidelines apply:

1. Mini-INPUTs may only be organised by INPUT National Coordinators or INPUT Board members one of which at least should also be present during the Mini-INPUT;
2. Strictly no commercial use: No fee may be charged for the Mini-INPUT. Productions that are screened at the Mini-INPUT may not be broadcast;
3. Mini-INPUTs are aimed towards a professional audience and may only be hosted in the context of **Professional training**;
4. The person who submitted the production to the conference - the programme submitter has to be contacted by the Mini-INPUT organisers, made aware of the use of his programme and the context in which it will be screened and must grant permission to use the production. Permission can be refused;
5. INPUT must be made aware of your organisation of a Mini-INPUT through your National Coordinator and INPUT's Secretariat. You should provide information about the dates and place of your Mini-INPUT and a final report about your activity within a month after the event.
6. To receive copies of productions that were screened during the INPUT Screening Conference, please contact your closest International Hub. Provide the hub with proof of the permission by the programme submitter for you that the programme may be screened at your Mini-INPUT.
7. Only programmes screened during the International Conference may be screened under the title of a **Mini-INPUT**. Programmes from the previous three INPUT conferences may be screened under the title of **Best of INPUT**.
8. INPUT Logo's, graphic material and catalogue content may only be used on a "fair use" basis. Please see the specific guidelines for the use of the INPUT Logo. Please give credit to the Moderators and/or INPUT Secretariat when using the relevant catalogue texts and session descriptions.