FOR YOUR CONSIDERATION (FYC) ONLINE WEBSITE ORDER FORM AND INFO

In an effort to go green - and at the same time provide you with a cost effective method to promote your programming, the Academy of Television Arts & Sciences has once again created a password protected website where you can upload your Emmy-entered program(s) For the Consideration of Emmy voters.

This website is only accessible to the active voting members of the Television Academy and is not accessible to the general public.

The Television Academy encourages you to take advantage of this green and cost-effective means of bringing your fine work to the attention of your colleagues and peers.

If you would like to post your program(s) on the Television Academy's website, please fill out the order form below and return to Sheri Ebner (ebner@emmys.org) or fax to: 818-754-2836.

Your program(s) must be converted to a 'flash file' before you can upload to the FYC website - the delivery specs are below.

For your convenience, we have provided you with a list of preferred vendors who can complete this service for you for a fee. Please see the Preferred Vendor List below.

For questions, please contact Sheri Ebner (ebner@emmys.org) 818-754-2881 or the website administrator, David Simpson (simpson@emmys.org) 323-525-2209

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In order to meet the content view date, all required assets must be properly uploaded to the FTP site by the end date of each of the time periods listed in the chart below.

If you submit your assets between:	Your content will be viewable on:
Feb. 23 – March 5	March 19
March 6 – March 19	April 2
March 20 – April 2	April 16
April 3 – April 16	April 30
April 17 – April 30	May 14
May 1 – May 14*	May 28

*Orders received after May 14 will be handled on a case-by-case basis and subject to time and space availability. Please note that voting begins the week of June 1, 2009 and the deadline to return ballots is June 26, 2009.

When your program(s) are ready to view, an e-mail notification will be sent to the opted-in members of the peer group(s) requested. Content will remain on the FYC website until August 29, 2009.

DELIVERY SPECS

NOTE: The viewing experience of the video on the website is dependent on the technical specifications of the end user's computer, and the amount of network bandwidth available. TO ENSURE THE BEST POSSIBLE VIEWING EXPERIENCE, IT IS CRITICAL THAT YOUR PROGRAMMING IS ENCODED USING THE PRECISE SPECIFICATIONS LISTED BELOW. The preferred vendors are aware of these technical requirements and will assist you.

Video File Requirements:

> i. File Format - .FLV
>
> ii. Video Length - 22-120 minutes
>
> iii. Video Dimension – 640x360 pixels (The height is relative. The video will conform to the size of the player so there will be no distortion.)
>
> iv. Video Bit Rate: 500-Kbps
>
> v. 24 fps
>
> vi. Audio Data Rate: 96-Kbps
>
> vii. Video Codec: On2 VP6
>
> viii. VP6 Encoding: 2-Pass VBR

Other Requirements:

> i. Studio or Network logo (Company entries only): 80x80 pixels
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> ii. Show logo: 101x101 pixels
>
> iii. Headshot (Performers only): 80x80 pixels
>
> iv. Text for description of program, episode and categories entered (cannot contain any HTML)

Steps for uploading video:

1. After providing order information to the Television Academy's awards department, you will be contacted via email within 24 hours with a username, password and upload instructions.

2. Download and install the appropriate SFTP application:

Filezilla v3.2.1
Mac or PC-compatible (Windows, Linux, BSD and Mac OS X)
Download here: http://filezilla-project.org/download.php?type=client
Application help: http://wiki.filezilla-project.org/Support

WinSCP v4.1.8
PC-compatible (Windows)
Download here: http://winscp.net/download/winscp418setup.exe
Application help: http://winscp.net/eng/docs/faq

Cyberduck
Mac-compatible (OS X)
Download here: http://cyberduck.ch/Cyberduck-3.1.1.dmg
Application help: http://trac.cyberduck.ch/wiki/help/en/howto/upload

3. Enter your SFTP upload address and login information into application and connect to SFTP server (ftp.emmyawardsupload.com). Be sure you are connected to Port 22 and using SFTP protocol.

4. Initiate transfer of the video files into the SFTP folder using the application interface. Be sure to make note of the filename of each video file that is uploaded.

Preferred Vendor List:

Gus Saldivar 714-913-5686
gsaldivar@roadrunner.com

Metro Encoding - Michele McKinley or Kate Martin 818-558-7800

4425 W. Riverside Drive, Ste. 202, Burbank, 91505
fyc@metroencoding.com

Digital Migration Solutions - Barry Nulman 818-842-8652

1502 W. Verdugo Avenue, Burbank, 91506
bnulman@digitalmigrationsolutions.com

Deluxe Digital Studios – Debra O'Connell 818-565-4669

2400 W. Empire Avenue, Ste. 300, Burbank, 91504

debra.o'connell@bydeluxe.com

ORDER FORM TO POST FYC VIDEO ON WEBSITE

Your name:

Company Name:

Phone and E-mail:

Title of program:
(If more than one program, please list all programs)

Title of episode:
(If more than one episode, please list all episodes)

Network and Studio:
(If more than one program, please list for each program)

Category(s) entered?
(Please list for each program. If entered in all (or most) eligible categories, please write "ALL")

**Peer Group(s) you want the e-mail notification sent to:
(If all voting members of the Academy (27 peer groups), please write "ALL")

Payment information: The Television Academy fee is $150 per peer group per episode/program

Upon receipt of this order form, you will be contacted with the amount due.

**Generally, you will only target the members of the peer group who are able to vote in the category(s) you have entered. The entire Television Academy votes for all programs (drama series, comedy series, miniseries, etc.) with the exception of animated programs - please see the Peer Group Breakdown List below.

Once payment is received you will be contacted and provided with a URL and password to a FTP site where you will upload your programming.

Please return completed order form to Sheri Ebner (ebner@emmys.org) or fax to: 818-754-2836.

Peer Group Breakdown List:

PEER GROUP	BALLOT(S) RECEIVED
1. Animation	Program, Animation
2. Art Directors/Set Decorators	Program, Art Direction
3. Casting Directors	Program, Casting, Host
4. Children's Programming	Program Only
5. Cinematographers	Program, Cinematography
6. Commercials	Program, Commercials
7. Costume Design & Supervision	Program, Costume
8. Daytime Programming	Program, Host
9. Directors	Program, Directing , Nonfiction Directing
10. Electronic Production	Program and
-Electronic Camera	Td/Cam/Video, Lighting
-Videotape Editors	Picture Editing, Nonfiction Picture Editing
-Engineering	Program Only
-Lighting Directors	Td/Cam/Video, Lighting
-Technical Directors	Td/Cam/Video, Lighting
-Technical Operations	Program Only
-Video Control	Td/Cam/Video, Lighting
11. Interactive Media	Program, Interactive Programming
12. Makeup Artists/Hairstylists	Program, Makeup/Hair
13. Music	Program, Music
14. Nonfiction Programming	Program, Host, NF Individual Achievements
15. Performers	Program, Performers
16. Producers	Program, Host
17. Production Executives	Program, Host
18. Professional Representatives	Program, Host
19. Public Relations	Program Only
20. Sound	Program, Sound Mixing, NF Sound Mixing
21. Sound Editors	Program, Sound Editing, NF Sound Editing
22. Special Visual Effects	Program Only
23. Stunts	Program, Stunts
24. Television Executives	Program, Host
25. Television Motion Picture Editors	Program, Picture Editing, NF Picture Editing
26. Title Design	Program, Title Design
27. Writers	Program, Writing