



SPECIFICATIONS OF THE DIGITAL CREATION COMPETITION

Table of contents:

1.	Introduction	3
2.	Responsibilities and obligations of the CNJF	3
3.	General characteristics of the infrastructure	3
4.	Specific technical requirements	4
5.	Jury requirements	4
6.	Needs in terms of human resources	4
7.	Proposal of methodology and deliverables return	5
8.	Retro planning	6
9.	Final remarks	6

« This document is a courtesy translation. In case of doubt, please refer to the original document written in French »

List of abbreviations:

OIF: International Organization of La Francophonie;

CIJF: International Committee of the Francophone Games;

CNJF: National Committee of the Francophone Games.

1. Introduction

This specification identifies the requirements in terms of equipment, human resources, technology and infrastructure. General Rules and specific Rules are established for each competition.

2. Responsibilities and obligations of the CNJF

The National Committee of the Francophone Games (CNJF) mission is to organize the Francophone Games in accordance with the rules established by the International Committee of the Francophone Games (CIJF), by managing the following:

- reception, accommodation and catering;
- local transportation;
- media center;
- events, including opening and closing ceremonies;
- medical service;
- security;
- insurance on the territory;
- promotion of the Francophone Games on its national territory;
- accreditation;
- ticketing;
- Games protocol.

The CNJF must provide infrastructure and technical equipment that meet international standards. The CNJF must provide qualified human resources for the supervision of cultural sites and competitions.

a. Technical manual

A technical manual for the Digital Creation competition will be published two months before the Games in addition to the program by the Digital Creation Competition Manager.

b. Installation

The CNJF is responsible for:

- Setting up of the teams;
- Technical installations.

c. Catalog

A catalog regarding all artistic disciplines will be published at the end of the Games.

This catalog must be, in digital version, illustrated with high-definition visuals. It will be a promotional and reference tool for the Francophone Games and for artists.

The same grid should be applied to all disciplines and artists in order to ensure uniformity and clarity.

This catalog will include an introduction presenting the cultural aspect of the Games in the host State or government given by the authorities of the International Organization of La Francophonie (OIF)/CIJF in Paris and those of the host State or government. It will then be divided into various sections, covering all the artistic disciplines represented in the host State or government.

The recruitment of a graphic designer and a photographer is necessary for the edition of this catalog.

3. General characteristics of the infrastructure

The Digital Creation competition, taking place in two phases, requires:

- a dark room to accommodate the exhibition of the candidates' previously completed projects with an electricity supply; the room must be able to accommodate 20 projects on pedestals of approximately 1m x 1m and 1m20 high;
- a closed room where the Jury can meet alone or with the artists;
- a workspace (classroom-type) that can accommodate 20 artists so they can work. This room must be equipped with high-performance computers (Mac or PC);
- a space (indoor or outdoor) performance type that can be darkened and host the second phase of the competition, equipped with:
 - a stage: approximately 9m by 6m;
 - a technical control room, with lighting and sound board;
 - armchairs for the Jury and the public.

4. Specific technical requirements

The exhibition rooms (phase 1) and the one intended for phase 2 must be dark/dim and soundproofed (no outside noise).

If the spaces are located outside, a discussion must take place, so that certain needs are taken into account.

a. Equipment (lighting, sound system, video, stage, indoor or outdoor spaces)

- The exhibition room, phase 1, must be equipped with electricity, and provisions should be made for the construction of pedestals.
- The room for phase 2 must be equipped with:
 - A Full HD (1920x1080) projector connectable via HDMI,
 - A stereo sound system. All equipment must be controllable both from the control room and on stage.

The candidates will receive on stage the video signals (HDMI or RJ45) and the audio signal (jack or mini-jack).

b. Specific equipment for artists

Upon receipt of the technical sheets from the artist or participating groups, the person in charge must ensure that the requested equipment is available and, if not, rent the necessary additional equipment.

The following must be provided:

- Electrical connections in both spaces;
- The creation of pedestals for Phase 1 (exhibition);
- Adapters such as USB-C to HDMI, USB-C to RJ45, and Jack to Mini-Jack must be provided for Phase 2;
- Two platforms (two high tables) for the candidates for Phase 2;
- Intercoms with the control room for Phase 2.

5. Jury requirements

The meeting room must be equipped with:

- 1 big table, 10 seats;
- 1 desk with 1 computer + internet connection;
- 1 color printer with papers;
- 1 microphone is to be provided for the Jury for phase 2;
- Notebooks, paper, ballpoint pens, evaluation sheets;
- Drinks, cups, trash cans;
- Cars.

6. Needs in terms of human resources

The CNJF must hire all the staff necessary for the smooth running of the competition, both on a technical level and in terms of reception.

The CIJF recommends respecting gender equality.

The Cultural Competitions Commission is composed of:

- 1 President;
- 1 Vice-President;
- 1 Rapporteur;
- Members in charge of cultural competitions including those of the Digital Creation competition.

They must:

- Coordinate, supervise the activities and management of the site chosen for their discipline and keep the President of the commission informed through regular reports in order to ensure proper follow-up of decisions taken during meetings;
- Identify the chosen site and take stock of the chosen locations and their infrastructure.

The operational technical team for the Digital Creation competition is made up of a manager and:

- 1 site manager;
- 1 Digital Creation competition manager;
- 1 Secretariat;
- 1 team for public welcoming and related activities;
- 1 Communication Officer and 2 assistants;
- 1 Catalog Manager;
- 1 Photographer;
- 1 General Manager;
- 1 Stage Manager;
- 1 Video and Sound Director;
- 1 Scenographer;
- 1 Presenter during the finale;
- 2 Cleaning teams;
- 1 Security team;
- 3 Paramedics;
- 6 Volunteers;
- 2 Drivers.

7. Proposal of methodology and deliverables return

a. Operational plans

Establishment of a cultural commission responsible for overseeing the proper functioning of activities related to the Digital Creation competition.

Requirements:

- Design a realistic action plan;
- Design the programming and running of the competition;
- Offer adequate and quality technical equipment;
- Ensure the layout and provision of the chosen site with equipment;
- Establish an agreement with those responsible for the chosen location;
- Plan the layout of the room for the Jury;
- Draw up an inventory of needs in terms of volunteers;
- Develop a training plan for the various teams;
- List the technical team for the competition.

b. Information to be communicated to States and governments

- Selected site and location in the host city;
- Technical sheet of the selected site;
- Customs formalities documents;
- Lists of equipment proposed for the competition;
- Insurance value document to be completed by the artist;
- Technical manuals;
- Reminder of dates and calendar to respect.

8. Retro planning

01. Approval of the selected site and its development: - 28 months;
02. Receipt of detailed technical sheets for all disciplines: - 28 months;
03. Final list of commission members: - 24 months;
04. Equipment inventory: - 24 months;
05. Submission of preliminary provisional program: - 24 months;
06. Calls for tenders: - 20 months;
07. Training of commission members and staff: - 18 months;
08. Acquisition of equipment: - 6 months;
09. Transmission of the final program: - 6 months;
10. Final site visit by representatives of participating Member States and Governments: - 6 months;
11. Technical simulation period (equipment tests): - 6 months;
12. Production of the technical manual: - 4 months;
13. Evaluation of members training: - 3 months;
14. Publication of the technical manual: - 2 months;
15. Publication of the final program: - 2 months;
16. Reception of sets and stage elements if necessary: - 10 days;
17. Dismantling of sets and stage elements: at the end of the Games;
18. Catalog of cultural competitions: after the Games, digital version.

9. Final remarks

- It is mandatory to comply with the specifications and rules related to the Digital Creation competition;
- It is required to ensure the success of the Digital Creation competition, promote it and set up a quality communication campaign in order to make it one of the Games highlights and a springboard for artists.

COMITÉ INTERNATIONAL DES JEUX DE LA FRANCOPHONIE (CIJF)
ORGANISATION INTERNATIONALE DE LA FRANCOPHONIE (OIF)

19-21, avenue Bosquet - 75007 Paris (France)

Téléphone : +33 (0)1 44 37 33 56 cijf@francophonie.org

www.jeux.francophonie.org

