



# **SPECIFICATIONS OF THE LITERATURE/ SHORT STORY COMPETITION**

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« 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 Literature/ Short Story competition will be published two months before the Games in addition to the program by the Literature/ Short Story Competition Manager.

### b. Scenography, translation, competition workshops

The CNJF is responsible for:

- the scenography of the boards created by a graphic designer/layout artist featuring excerpts from the author's work, as well as the title of the work, the name and country of the author;
- the translation into Armenian of the excerpts from the author's work appearing on the board;
- setting up locations and teams;
- organizing writing and reading workshops.

### 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

Spaces required for the Literature/Short Story competition:

- 1 room for the writing workshop that can accommodate 30 candidates, 5 judges, and the public: around 60 seats;
- 1 room or outdoor space for reading aloud that can accommodate between 60 and 70 people;
- 1 meeting room nearby for Jury members to meet;
- 1 cafeteria set up outside if possible (in case of extreme heat, provide a room inside);
- toilets in the immediate vicinity of the room;
- gardens/parks to display boards on which extracts from the authors' texts will be presented, visible and identifiable to the public of visitors and the press.

### 4. Specific technical requirements

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

##### **Room for the Writing Workshop, Discussions with the Jury**

- well-ventilated, bright room, air-conditioned or equipped with fans;
- work tables and chairs for about 30 candidates and the 5 Jury members;
- around 20 chairs for the audience;
- 1 freestanding whiteboard with paper support + markers;
- 1 neutral wall for posting sheets (texts) or projecting visuals;
- adhesive for fixing sheets to the wall;
- 1 overhead projector.

##### **Room or Outdoor Space for the Public Reading**

- well-ventilated, bright room, air-conditioned or equipped with fans / or an outdoor space arrangement;
- 1 stage;
- around 30 chairs for the candidates and the Jury;
- bleachers or about 40 chairs for the audience;
- 1 stand microphone + 5 wireless microphones for the Jury members;
- Sound system.

#### b. Specific equipment for artists

- A4 white sheets;
- Ballpoint pens;
- around 20 PC computers (quantity to be specified based on the final number of competitors);
- Power outlets and extension cords for connecting computers;
- 3 printers; reams of white A4 paper.

#### c. Other equipment

Large outdoor panels on which the candidates' texts in French (around 30) will appear with their translation into Armenian.

#### **d. Additional Needs**

- water bottles and cups;
- trash cans;
- paper towels, wipes, cleaning spray, etc.;
- medicine cabinet;
- internet connection (WIFI);
- telephone electronic chip.

### **5. Jury requirements**

- 1 spacious meeting room, air-conditioned or ventilated, where the Jury can deliberate;
- 1 big table, 10 seats;
- notebooks, papers, ballpoint pens, evaluation sheet;
- 1 printer;
- 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 Literature/ Short Story.

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 Literature/ Short Story competition is made up of a manager and:

- 1 Site Manager;
- 1 Literature/ Short Story competition Manager;
- 2 Presenters for 1) the writing workshop and 2) reading workshop;
- 1 Secretariat;
- 1 team for public welcoming and related activities;
- 1 Communication Manager and 2 assistants;
- 1 Graphic designer/layout artist;
- 1 Scenographer;
- 1 translator for the excerpts from the candidates' work that will be displayed;
- 1 Catalog Manager;
- 1 Photographer;
- 1 Sound and Light Director (for the aloud reading);
- Technicians;
- 3 Electricians and 3 assistants;
- 3 Handlers;
- 1 Cleaning team;
- 1 Security team;

- 2 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 Literature/ Short Story competition:

Requirements:

- Design a realistic action plan;
- Design the programming and running of the Literature/ Short Story 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 a space or 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 documents and formalities if needed;
- Lists of equipment proposed for the competition;
- Technical manuals;
- Reminder of dates and calendar to respect.

## 8. Retro planning

- Approval of the selected site and its development: - 28 months;
- Receipt of detailed technical sheets for all disciplines: - 28 months;
- Final list of commission members: - 24 months;
- Equipment inventory: -24 months;
- Submission of preliminary provisional program: - 24 months;
- Calls for tenders: - 20 months;
- Training of commission members and staff: - 18 months;
- Acquisition of equipment: - 6 months;
- Submission of the final program: - 6 months;
- Final site visit by representatives of participating Member States and Governments: 6 months;
- Technical simulation period (equipment tests): - 6 months;
- Production of the technical manual: - 4 months;
- Sending the texts to be published on boards: - 4 months;
- Evaluation of members training: - 3 months;
- Publication of the technical manual: - 2 months;

- Publication of the final program: - 2 months;
- Reception of sets and stage elements if necessary: - 10 days;
- Dismantling of sets and stage elements of the Literature/ Short Story competition: at the end of the Games;
- 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 Literature/ Short Story competition;

It is required to ensure the success of the Literature/ Short Story 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.

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