Frequently Asked Questions

What is the eligibility period for the 2012 Southeast Emmy® Awards?
Entries must have been produced and had their first broadcast/cablecast within the Southeast Chapter's regional boundaries during January 1, 2011 through December 31, 2011.

What is the deadline to submit entries?
Thursday, January 26, 2012

ENTRY PROCESS
How do I enter?
All entries must be submitted online through EMMY® Express.

Where do I send my entry?
All entries should be processed and videos upload online via EMMY Express.

What is Emmy® Express?
Emmy® Express is our online entry solution designed to make your entry process as easy as possible. The entire entry experience using Emmy® Express is a 6 step process that takes about 5 – 10 minutes per entry. To submit more than one entry, simply repeat steps 1 through 4 and at the end, be sure to choose your payment option

How do I use EMMY Express?
It is fairly simple, just follow all the instructions provided on each page and EMMY® Express will prompt you along Or view our document – EMMY Express Detailed Instructions

There are two links to enter Emmy® Express, which one do I click on?
If you are submitting several entries on behalf of your station use this link.

If you are an individual submitter and will pay for your own entries use this link

Entry Login
EMMY® Express now has a Login Procedure; you must be a Member or Registered User. Login into the system using one of the following two options, then click the "Login" button below or if you don't already have an account (NATAS Membership or registered user) you maybe become a member, renew your membership or registered user, links are provided.

You must complete an entry form and transaction for each entry. To repeat the entry process, simply click on the "add another entry" button located at the bottom of the "view invoice page" or proceed to step 5 (choose a payment option).

You will have the choice to pay by credit card, pay later with credit card or pay by mail later with a corporate check. If you have any problems please contact the EMMY® office at natasadmin@natassoutheast.tv.

If your credit card is denied please return to the EMMY® Express Online go to bottom of page and insert invoice number to resubmit payment. Please make sure you have put the correct billing address of the card holder.

Email Confirmation
You will receive an email confirmation of your entry/entries.
The email will include the following links:
Use this link to modify your entry until January 26.
Use this link to print a copy of your entry (actually just your entry form!)

If you still need to pay, use this link to go to the payment process
The email will also have your entry info as well as your invoice #.

How do I Modify an Entry?
EMMY® Express allows you to modify your entry after the process has been completed and an email is received by the original submitter. The link is on the bottom of the email receipt - **EMMY® Express - Email Copy of EMMY® Entry, "Use this link to modify your entry until January 26, 2012."**

You have the ability to change information or add entrants to the entry. All memberships must be verified before proceeding, please make sure you have all entrants email addresses.

How do I change a category on a submitted entry?
EMMY® Express does allow the category to be changed on entries. Please send the entry's EMMY® Express email receipt to the Southeast EMMY® administrator, requesting the entry category to be changed.

What forms of payment accepted by NATAS Southeast?
Credit cards are the preferred method. Checks and money orders are also accepted.

Do you have to be a member of NATAS Southeast to submit an entry?
You do not have to be a member to enter, but your entry fees are discounted if you are. You can join at the time of entry. Fill out a membership application and submit a SEPARATE payment for your dues.

To get the **member rate** for an entrant, the email address associated with their membership must be provided to allow verification of active membership status. If the email address is not found, the non-member rate will be charged. If a non-member rate is charged for someone who is an active member or who will immediately be renewing their membership, select pay later or don't select a payment method. The emailed copy of the entry will contain a link allowing the entry to be updated with the verified membership status so the entry price can be updated before payment.

Please confirm your membership before submitting a new application. To Confirm Memberships - Member Login

If you duplicate your membership EMMY® Express will not be able to recognize your membership. Your duplicate membership will have to be deleted from the system. Please contact the office to have your duplicate membership deleted.

What is my Member Number?
All information regarding your membership can be found at the Member Login Page. **Member Login**

What is the non-member entry fee?
The entry fee for non-members is $200.

What is the member entry fee?
If the Designated Statuette Recipient is a member in good standing, the fee is $80.

Who is the "Submitter Contact" on the entry?
This is the person who is submitting entries (i.e. completing the online entry forms) on behalf of their station or production company. This is the first person we will contact if we have any questions or require additional information regarding the entry. This person may or may not also be listed as an "entrant" as well.

What is the difference between “Producing organization” and “Submitting organization”?
When filling out the entry form, you will be asked to enter the name of the Producing and Submitting organizations. The producing organization is where the piece was produced and the submitting organization can be either a station or a private production company submitting the entry for Emmy® consideration.

Who is a “producer”?
“Producers” are those directly responsible for the content and execution of the material presented in the entry. Anchors, hosts, reporters, writers, photographers, editors, assignment editors, producers, directors and qualified others may qualify as a "producer" if their contributions are significant to the entry’s award-worthiness.

How many people can be listed on an entry?
Except where noted, there is no limit on the number of individuals who may be listed on an entry. All entrants must be directly responsible for the entry’s production.

Can we just list the entrant as “Staff”, “News Team” or “Company X”, etc.?
You may NOT list any entrant name as "Staff," "News Team", "Company X", etc. EMMY® statuettes are awarded to individuals, not to their employers, stations or companies. All entries must include the name and production credit for at least one individual.

How can I add my name to an entry already submitted?
Please refer to how to modify an entry

Can I add nominees later?
Only the individuals listed on the entry form are eligible to become nominees and receive statuettes or plaques. Names may be added to the entry form up until two weeks before nominations are announced, subject to appropriate entry fees and late penalties.

How long can an entry be?
Make sure to check the Category List, as all categories have different time limits.

Are commercials allowed?
Commercials must be deleted so there is no interruption in the program.

What format should the entry be in?
Video File Upload Requirements:

- The video file size must not be larger than 500MB.
- The video width must be 480 or less. Larger width videos will be rejected.

What format do I use to upload my entry?

- Adobe Flash Player 9: Video must be encoded to support this player.
  http://www.adobe.com/devnet/flash/articles/video_guide_03.html

  File Type - The video must be one of the following output formats:
- flv - Flash video
- mp4 - MPEG-4 H.264 encoding
- vp6 - True Motion
- mov - Quicktime MPEG-4 H.264 encoding

How do I upload an Entry?
After you have submitted your entry you will be brought to the Payment Summary Page. You will find a link to Upload Video, click link. You will also receive an EMMY Express – Email Copy of EMMY Entry receipt and the link will be provided at the bottom to upload your video entry. This will bring you to the

Welcome to the EMMY Express Video Upload Process page. Please read and follow the instructions provided.

Step 1. The first step is to make sure that you have the Entry ID Number and Submitter's email address; refer to the EMMY® Express - Email Copy of EMMY® Entry receipt.

Proceed to the Upload Process page; follow instructions provided.

Review required specifications for detailed information regarding preparation of your video for upload

Step 2: **Video File Upload**

- There is a drop down box giving you the option to select the category.
- The box below please use the 2 digit number after the category number.
- EXAMPLE – 53A-06. 53A is the category, 06 is the entry id#.
- Enter your email address that you provided on the entry form.
- Select Box that you agree to the terms of uploading video.

Step 3: Upload Video

- Select your video from your computer files by Browsing, be sure that you are uploading correct file type. SELECT UPLOAD
- Wait for video to upload, depending on the size of your file it should take a couple of minutes or longer.

Video Encoding In-Progress

Click on the thumbnail, when the status shows "ready", to play the video.

This process will take on average about 2 minutes for each minute of video to complete the 2 encodings but can take considerably longer if the server has a backlog of encoding.

IMPORTANT: PLEASE DON'T LEAVE THIS PAGE until you have watched the video to verify it is acceptable
- OR -
use the link in the email just sent to come back to this page later.

A link will appear here when encoding is complete. If it does not, there was an encoding problem.

If you decide to wait, use this page to monitor encoding progress (a new tab/page opens in your browser).

Step 4: Complete the Upload

- Did the video upload and play properly?
- Do you approve this video?
- Select Approve or Reject and Delete
- CLICK FINISH

If you upload your video more than 3 times or approve it; you will not be able to upload again. Please contact the office at CONTACT US

Your Video will be reset to allow you to upload your video entry again.

Thank you for uploading your video.

You will receive an email receipt confirming your video upload is completed and confirmed.

I have already submitted my Entry, how do I upload my video?

Proceed to the Upload Process and follow the instructions provided above.

CATEGORY QUESTIONS

May I submit the same work in two places?
You may NOT enter a single, stand-alone piece of work in more than one category. You may enter segments or packages from full-length programs already entered elsewhere, but only if you ARE NOT listed as a “producer” on the full-length program.

Your COMPOSITE ENTRY in a Craft category may include work already entered elsewhere, but only if you ARE listed as a "producer" on the non-craft entry.

Material included as part of a composite entry in any of the Special Achievement Categories (Station Excellence, News Excellence, Community Service and Team Coverage) may be entered in other categories

What do you mean by a "composite entry"?
A composite is defined as a sampling of two or more representative segments or elements that convey to a judging panel the scope, breadth, or range of an individual’s talents or of coverage of a special event. The elements within a composite, unless otherwise noted, are to be “as aired” with no internal edits or post production work, such as music or special effects. One to two seconds of black between cuts must be added to separate segments within the composite. Unless otherwise noted, a straight lift from a long work may be included as an element of a composite, but there must be no editing of the lift.

The benefit of submitting a composite is that it shows the breadth and depth of your work. Also, you may use work submitted for EMMY® consideration in another category as part of that composite, but only if you are listed as a "producer" on the non-craft entry.

Your COMPOSITE ENTRY in a Craft category may include work already entered elsewhere, but only if you ARE listed as a "producer" on the non-craft entry.
Entering single works in the Craft achievement categories is generally best left to those who work on program-length works, such as newscast directors, technical directors, program-length writers, etc.

May I enter the exact, same Craft composite in two different craft disciplines?
No. Once a composite is created for a craft entry, it essentially becomes its own stand-alone entry. As we state, no single piece of work may be entered in more than one category. You may however use up to one-third of a craft composite as part of a separate composite in a different discipline, such as photographer/editor or reporter

How long can entries be?
Each category provides specifics on acceptable lengths.

Are talent reels and audition tapes accepted as composites?
No, they are not accepted.

What can be submitted under “Series?”
You can submit a minimum of two/max of three programs or segments that exemplify your series.

What's the difference between "24 hours" and "No Time Limit"?
WHEREVER these terms appear, "24 hours" refers to a final product assigned, shot, edited and aired within a 24-hour period. Anything that takes longer must be entered in "No Time Limit".

What can be submitted under "Segments?"
Categories with a Program/Segment designation allow for entry of a full-length program or a complete segment from a full-length program. Time limits are noted in the category description. To bring longer formatted programs into time compliance, the entrant may take three complete lifts from the original program.

What can be submitted under "Short Form?"
Think "spot length" – or generally 1:00 minute or less. Examples would be PSA, commercials, news promotions, pre-produced cold opens, teases, etc.

My station does several hours of news in a row. Can we submit all of them as a single newscast?
No, unless the same show producer is responsible for the complete program and it's considered a single newscast for rating purposes. Remember, no entry may be longer than 60 minutes.

What's the difference between Breaking News and Spot News?
Breaking News: This is the "I am here at the bank robbery and the bullets are flying over my head" story. Preparation limit is unnecessary since it must be simultaneous. May include taped elements.

Spot News: This is the "I am here at the bank where this morning the bullets were flying over my head, and in the 2 hours following the police chased the robber to the state line." The goal is to extend what was done in the simultaneous report to allow the entry of the longer form report.

What falls under General Assignment?
This is the basic news reporting done day-in day-out by a News Department. This is for the coverage of planned events and done as planned assignments. No time limit entries should be carefully reviewed to insure that these were assigned reports and not pitched or created reports that would fall under Feature or Special Reports.

How do I shorten a full-length program to comply with entry time limits?
Full-length programs may be shortened by taking up to three (3) complete lifts from the program. In other words, a maximum of three edits is permitted to bring longer programs to the time limit. We encourage the use of the synopsis to help judges navigate the entry.

Can Spanish language entries be submitted?
Yes they can. Spanish-language entries will be judged by a panel of Spanish-speaking judges.

STATUETTE, PLAQUE & CERTIFICATES
Who gets to keep the EMMY® Statuette?
Producers, craft-persons and other statue-eligible entrants as listed on the entry form receive the EMMY® statuette, except where noted. All individuals listed on the statuette may order a duplicate statuette after the EMMY® Awards. EMMY® Awards are presented to individuals, not to their employers. Ownership of the EMMY® statuette is retained by the individuals and The National Academy of Television Arts and Sciences, even if an employer pays entry fees.

Can I purchase Duplicate Statues, Certificates, and Plaques?
Stations, studios and production companies may order a commemorative statuette for public display at their place of business (up to a maximum of three per winning entry). The statuette is engraved the same as the actual EMMY® Award, with the word "commemorative" added on the rear of the statuette.

Nomination Certificates may be awarded to all nominees following verification of nomination. Please note that we will be issuing Nomination Certificates by REQUEST ONLY; please contact the Southeast EMMY office to request a certificate. Nomination plaques may be purchased at a cost of $100 plus shipping.

Individual Production Certificates may be purchased at $25 per each certificate by individuals verified by the producer(s) or executive producer(s) as having significantly contributed to the award-winning program and who also received appropriate credit. These certificates can be purchased after the EMMY® Awards Presentation. Production plaques may be purchased at a cost of $125 plus shipping. Companies may purchase plaques from the Academy indicating that a program or individual entry produced under its auspices was presented with an EMMY® Award.