

**Procedure for submitting the data for commission exam screening****June 2019**

ENG version\_20190515

**1) The Elements system and the FAMU Studio Central Data Depository**

**Please submit your file by the deadline specified in the information e-mail and on the website of FAMU STUDIO.**

*If films are submitted late FAMU Studio cannot guarantee that the final export will be verified and the Films submitted for screening at FAMU projection.*

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Upload the final versions of your films for your commission exam presentation using a web browser through [elements.studiofamu.cz](http://elements.studiofamu.cz).

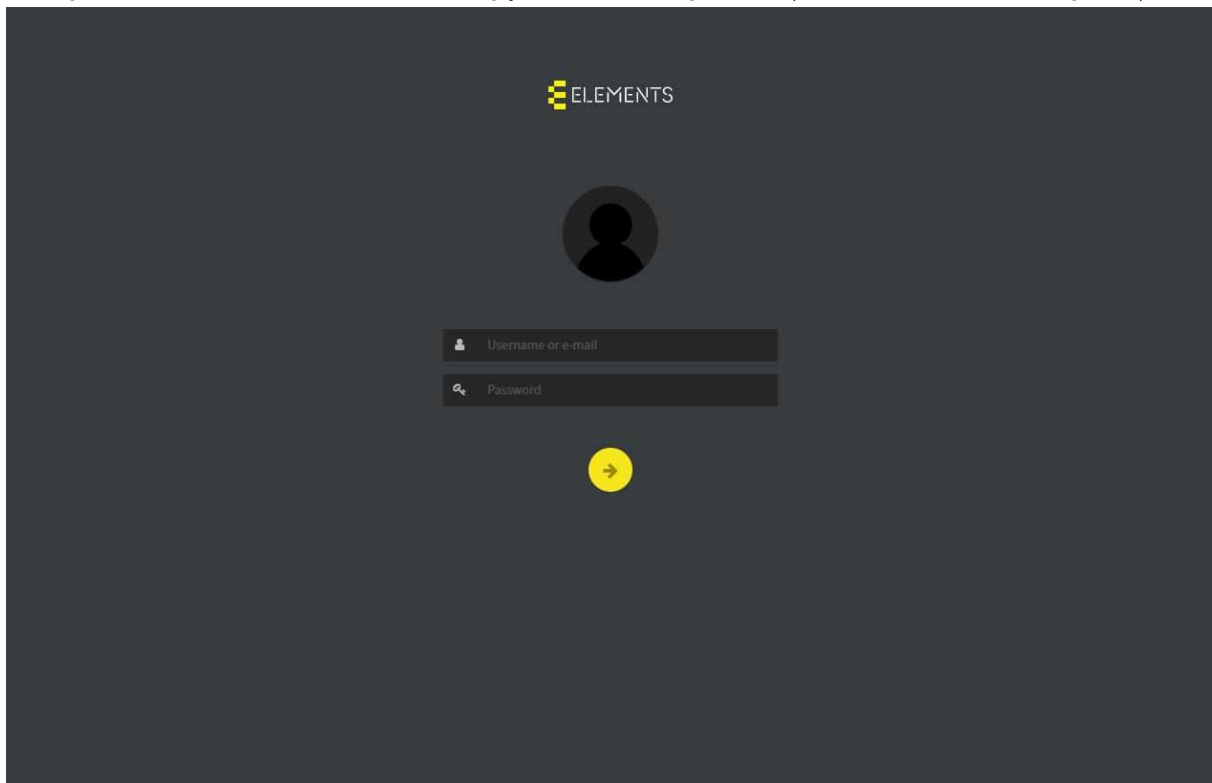
The address is accessible from the AMU Network:

- In Lažanský Palacce, you can use the student PC in the corridor on the third floor (these computers are equipped only with USB2 interfaces, so the upload rate is approximately 1 GB per minute);
- You can also use computers at the various Departments or in the FAMU Studio building (Student Production Room on the fourth floor).

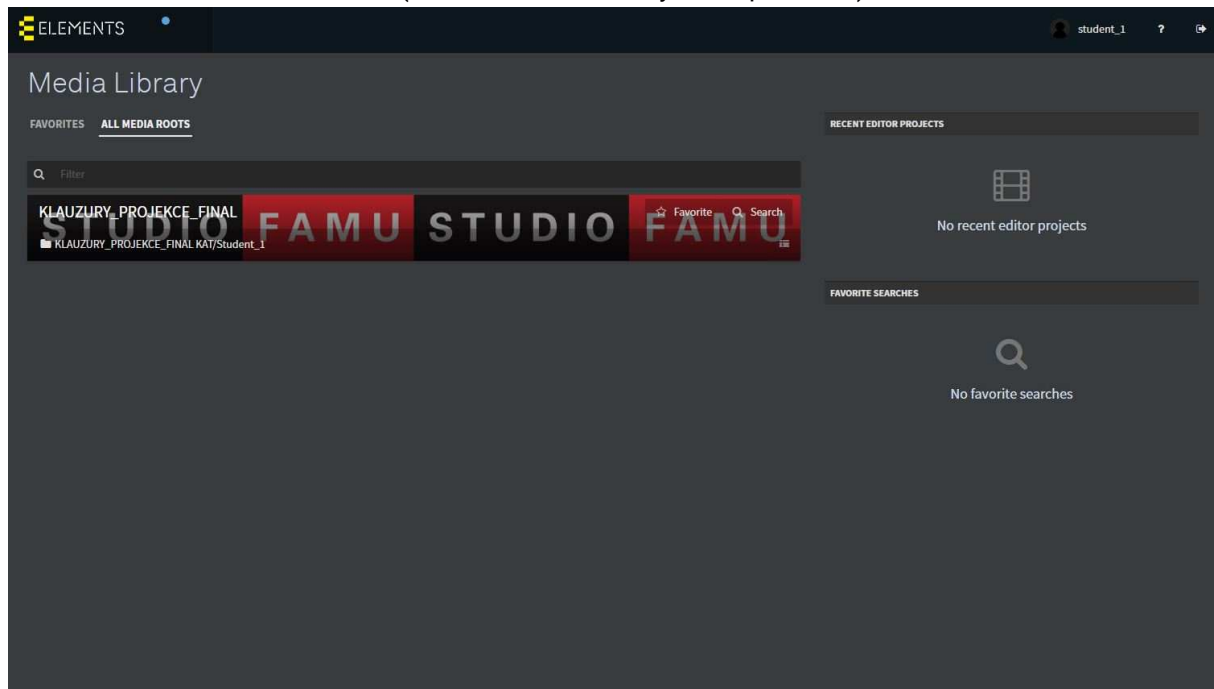
The [elements.studiofamu.cz](http://elements.studiofamu.cz) address is also accessible via Internet from anywhere. The file upload speed will depend on the transmission rate of the specific Internet connection – the UPLOAD rate applies!

**PROCEDURE:**

1. Log in at [elements.studiofamu.cz](http://elements.studiofamu.cz) using your student login data (the same as when using KOS).

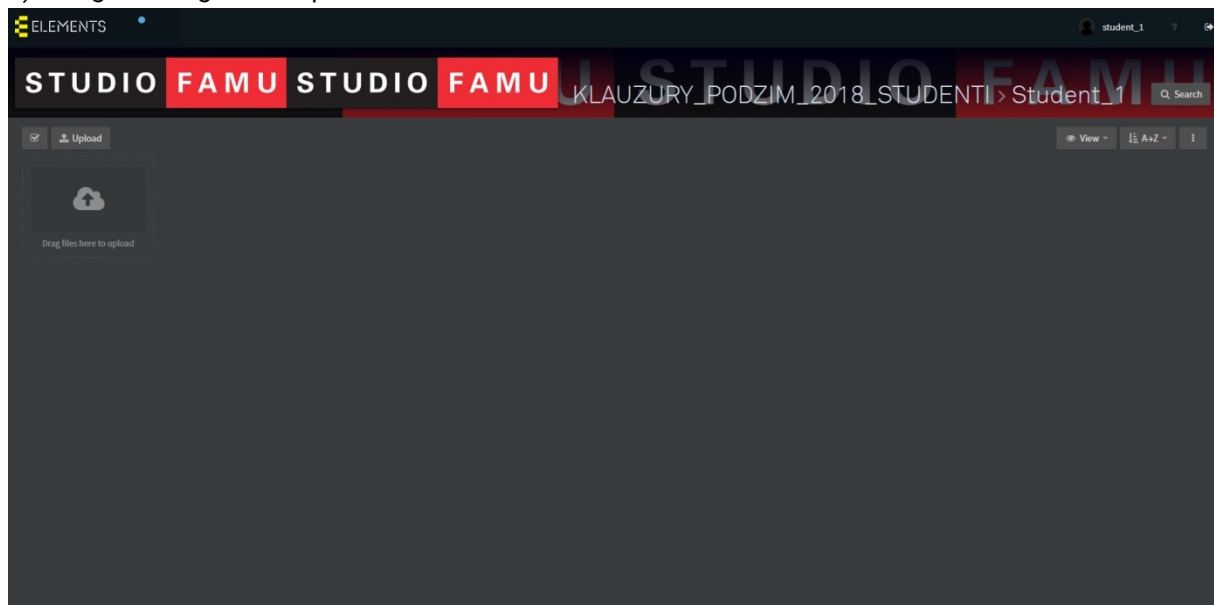


2. Once you are logged in, the “Media Library” page will open. Click on the icon, KLAUZURY\_PROJEKCE\_FINAL\_...(+ the abbreviation of your Department).



3. You can upload your film to your chosen media library in two ways:

- a) Using the “Upload” button,
- b) Using the Drag and Drop method.



THE FILE NAME MUST CONFORM TO THE BINDING NAMING CONVENTION:

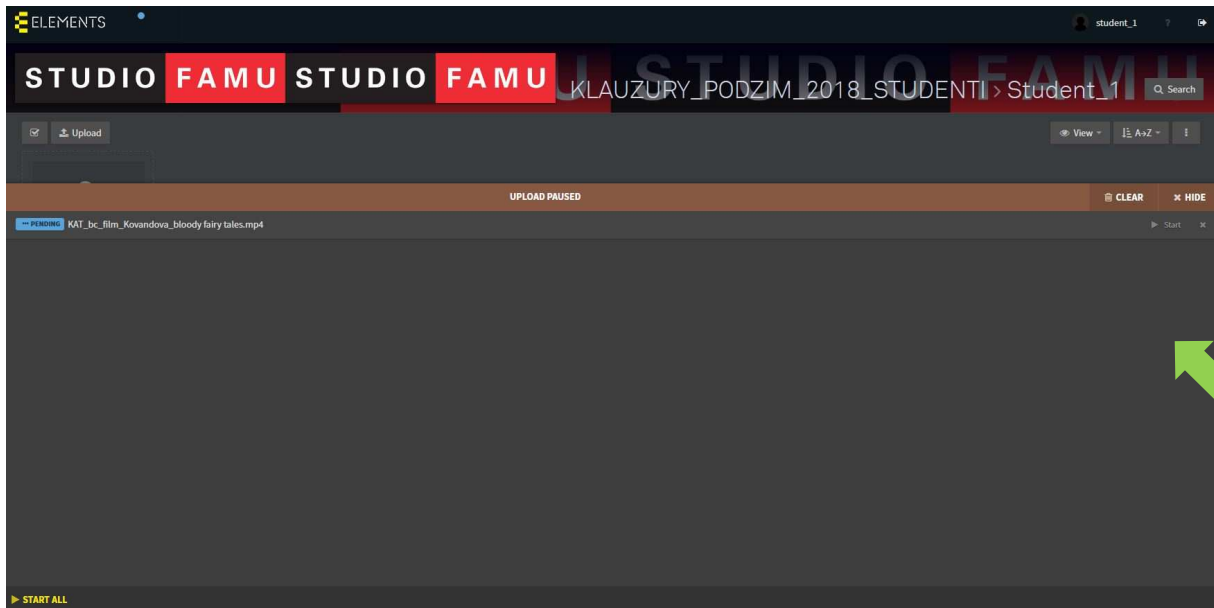
**Department\_exercise type based on the White Book\_student surname\_exercise title**

Example: **KAT\_bc\_film\_Kovandova\_Bloody\_fairy\_tales.mp4**

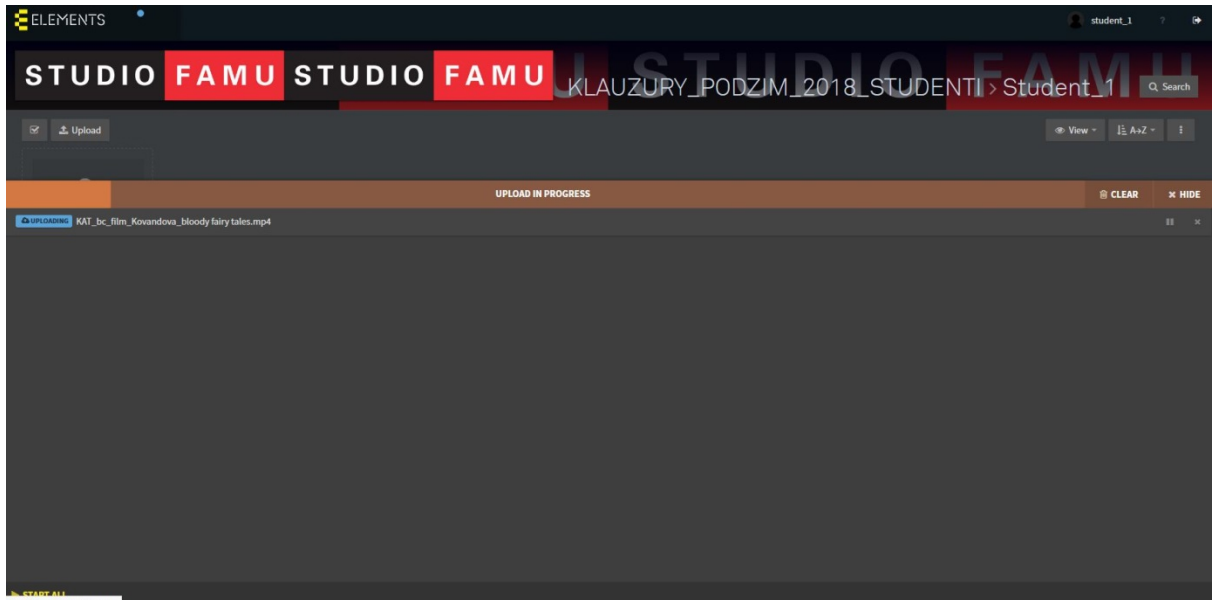
(Do not use the Czech diacritics or spaces in the file name!)

See the file size and technical parameters below.

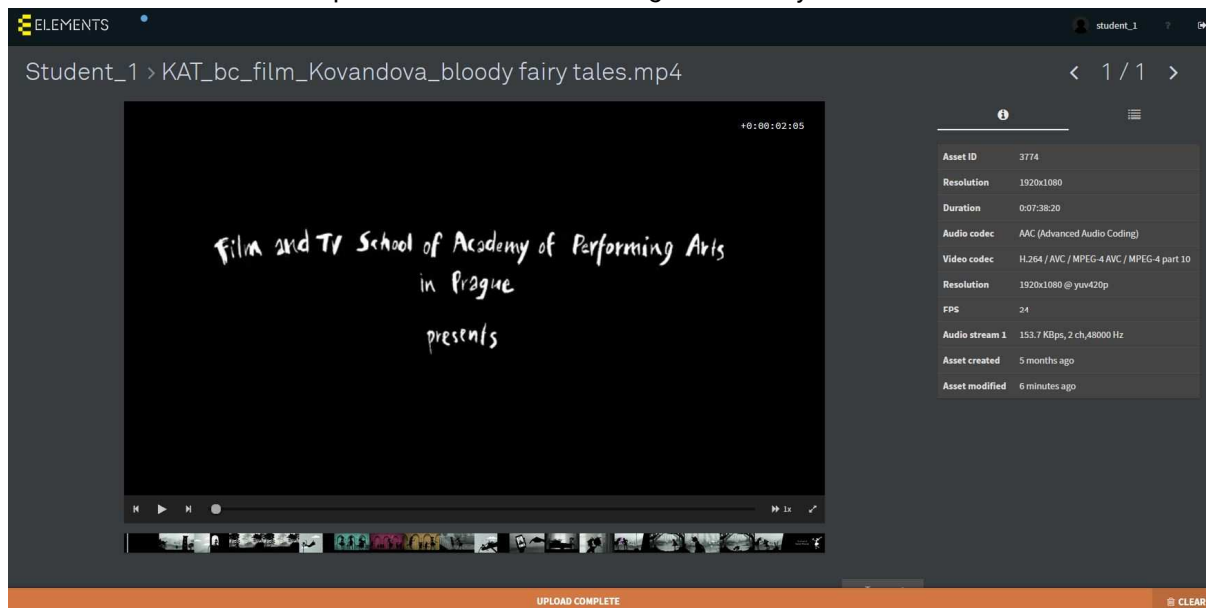
4. To start the upload, press "START ALL" or "START".



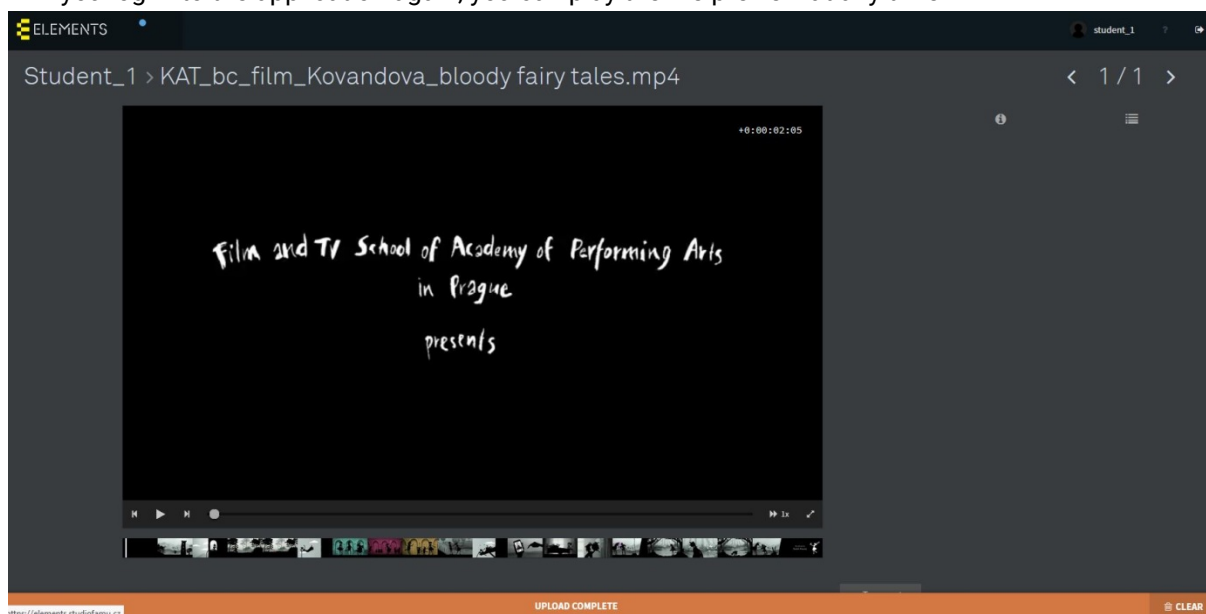
5. The progress bar will show you the progress of your upload.



6. Once the uploading is completed, click on the CLEAR icon and a video preview will show (the preview generation may take some time depending on the file size). Your data in full definition will also be saved to the FAMU Studio Central Data Depository so that it is accessible to FAMU Studio personnel and for screening in Lažanský Palace.



7. If you log in to the application again, you can play the file preview at any time.



Should you face any technical difficulties logging in or submitting your files, please contact:

- Mr. Martin Hřebačka, Studio FAMU Data and Workflow Manager | cell: 602 364 252; e-mail: [martin.hrebacka@studiofamucz](mailto:martin.hrebacka@studiofamucz)

– or contact Mr. Vít Petrášek / Mr. Jan Kovačovič, Studio FAMU TV dept. | phone 234 244 418; e-mail: [vit.petrasek@studiofamucz](mailto:vit.petrasek@studiofamucz) | [jan.kovacovic@studiofamucz](mailto:jan.kovacovic@studiofamucz)

## REQUIRED PARAMETERS OF THE FINAL EXPORT:

File name:

**Department\_exercise type based on the White Book\_student surname\_exercise title**

File/container: QuickTime movie (.mov)

**Definition: Full HD 1920 x 1080****Frame rate: 24/25/30 fps****Codec: ProRes (NOT Proxy) or H.264**

Attention! If you are using the H264 codec, tick the "Automatic frame reordering" or "Frame reordering" option, when exporting from Adobe Premiere!

Sound: stereo - 48 kHz, 16 b:a) **AAC 192k**b) **PCM - ProRes: little endian or big endian,**  
- H.264: **big endian**Sound: 5.1 - 48 kHz, 16 b:**PCM, ProRes**a) **5.1 (L, R, C, LFE, LS, RS): big endian**b) **6x mono (or 3x mono L, R, C): little endian****Delete the time code (TC) track in QuickTime Player 7**

(In the Window menu, select Show Movie Properties)

Should you face technical difficulties exporting your film in the required format, contact the TV Section of the FAMU Studio.

**Our colleagues at the TV Section of FAMU Studio will be available to you from 9 am to 12 noon on every weekday beginning from 20 May 2019.**

Your contacts are Vít Petrášek, tel. 234 244 418, e-mail: [vit.petrasek@studiofamucz](mailto:vit.petrasek@studiofamucz) and Jan Kovačovič, tel. 234 244 418, e-mail: [jan.kovacovic@studiofamucz](mailto:jan.kovacovic@studiofamucz)

**2) In the event of serious complications, your final film can still be submitted to FAMU Studio by the required date using the FileSender service, to the address (Příjemce/Recipient): [klauzury@studiofamucz](mailto:klauzury@studiofamucz)**

We can send you invitations for **FileSender** upon request (they will not be send to everyone automatically); if this is the case, contact, please:

Ms. Zuzana Hadravová | phone: 234 244 441; e-mail: [zuzana.hadravova@studiofamucz](mailto:zuzana.hadravova@studiofamucz)FileSender service:

The size of one file may be up to 500 GB. By condensing your file using the .zip method, you can submit more films at once.

The final export format shall conform to the aforementioned specifications.

Emergency &amp; questions: (9:30 am – 3 pm)

Zuzana Hadravová | phone: 234 244 441; e-mail: [zuzana.hadravova@studiofamucz](mailto:zuzana.hadravova@studiofamucz)Martin Hřebačka | cell: 602 364 252; e-mail: [martin.hrebacka@studiofamucz](mailto:martin.hrebacka@studiofamucz)