

Rules and Guidelines

for the presentation of Ivor Novello Awards at
The Ivors Composer Awards 2021



The Ivors Academy of Music Creators
Rules and guidelines for the presentation of Ivor Novello Awards at
The Ivors Composer Awards 2021

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A. INTRODUCTION

The Ivors Composer Awards is the occasion at which Ivor Novello Awards are presented to recognise creative excellence in UK classical, jazz, and sound arts.

Recognised as a pinnacle of achievement since they were first presented in 1956, an Ivor Novello Award represents peer recognition with categories judged by those within the music creator community.

The Ivors Academy presents Ivor Novello Awards twice a year; at The Ivors to honour and celebrate exceptional British and Irish songwriting and screen composition and at The Ivors Composer Awards to honour exceptional UK classical, jazz and sound arts.

These rules and guidelines refer to our presentation at The Ivors Composer Awards 2021 and specifically award categories that receive entries.

The Ivors Composer Awards also honour classical and jazz composers with Ivor Novello Awards recognising their contribution to UK music. These awards are in the gift of the Academy and are decided by The Ivors Composer Awards Committee, which is a sub-committee of The Ivors Academy Board.

The Ivors Composer Awards 2021 are sponsored by PRS for Music. The awards presentation is in association with BBC Radio 3 providing exclusive broadcast coverage.

B. TIMETABLE

2021	
Monday 17 May	Call for entries open
Friday 18 June	Call for entries close
w/c 30 August	Judging period begins
w/c 8 November	The Ivors Composer Awards Nominations Press Announcement
w/c 6 December	The Ivors Composer Awards

C. ENTRY GUIDELINES

Due to the impact of Covid 19 on musical performance across the last 12 months, The Ivors Academy is inviting entries in the following broad categories for 2021. Entrants should choose the category which most closely fits the work and The Ivors Academy reserves the right to move a work into a different category for judging or to create new Ivor Novello Award categories to accommodate several works, as it sees fit.

1. Small Scale Composition
2. Large Scale Composition
3. Vocal or Choral Composition

4. Small Scale Jazz Composition
5. Large Scale Jazz Composition
6. Jazz Album

7. Sound Art

Who Can Enter?

- a) Anyone can enter an eligible submission for consideration, including the composer themselves.

Entry Requirements

- b) All entries are to be submitted online via our Awards Entry Site <https://ivorsacademy.secure-platform.com>
- c) Works which have previously been entered for Ivor Novello Award consideration (at either of our ceremonies: The Ivors Composer Awards or The Ivors) cannot be re-entered for the Awards.
- d) There is a limit of up to three works by any one composer that can be entered in any one year. If a composer has premiered more than three new works during the eligibility period The Academy encourages entrants to choose those which demonstrate the highest level of compositional craft.
- e) The Academy will only consider revised works whereby at least 50% of the compositional material is new.
- f) An administration fee of £10.00 is payable per entry.

The administration fee is waived if the composer is a Standard or Academy member of The Ivors Academy. Membership bursaries are offered by The Ivors Academy Trust should there be a financial barrier to joining, please contact the membership team at membership@ivorsacademy.com to find out more.

If an administration fee is applicable, it must be paid in full before a work will be passed for judging. Administration fees are non-refundable and non-transferable.

- g) There are different entry requirements for classical, jazz and sound art works. As such, always read the Rules and Guidelines in full before preparing your submission material.

D. CATEGORIES AND RULES

The Academy is inviting entrants to identify the type and scale of the music when submitting it for consideration so it can assign appropriate award categories once entries have been received. This section focuses on specific eligibility criteria for each musical category and materials needed for entry.

Small Scale Composition

Classical works, with or without electronics, composed for up to eight performers. Works written specifically for the voice should be entered into Vocal or Choral Composition.

Eligibility

- [a] To be eligible the musical work must have been composed by a British national or a composer who was ordinarily resident in the United Kingdom from 1 April 2020 to 31 March 2021.
- [b] The work must have received its first UK public performance between 1 April 2020 and 31 March 2021.

In the context of The Ivors Composer Awards, the first UK public performance can be either:

- a concert performance of the work, accessible to the UK public
- a live, or pre-recorded, streamed performance of the work accessible to the UK public
- a performance of the work broadcast on a radio station accessible to the UK public
- the appearance of the work on a commercial recording available in the UK, if the recorded release denotes the work's premiere

- [c] The work must have been completed after 1 April 2010.

Entry Requirements

- [d] The Academy promotes anonymous judging across The Ivors Composer Awards. As such, entrants are asked to remove any reference to the identity of the composer on submitted material, where possible.
- [e] An anonymised PDF musical score of the entire work must be submitted.
- [f] An audio file [at least 128 kbps MP3] of the entire work must be submitted. Video files can be submitted if the visual performance is integral to the piece [.mp4 or .mov file format, audio codec stereo audio, aspect ratio 16.9 and file size cannot exceed 10GB].
- [g] Entrants are invited to submit an anonymised description or context to the work, of up to 100 words. This is not mandatory, but it will be revealed to the judges.
- [h] If the work qualifies through appearance on a commercial recording, entrants must supply the release's catalogue number and original UK commercial release date.
- [i] If the work qualifies through a live concert, streamed performance or broadcast, entrants must supply evidence of the date of the performance/broadcast.
- [j] The composer's latest biography and the work's programme note must be submitted. This information is not revealed to the judges but used for administration purposes.

Large Scale Composition

Classical works, with or without electronics, composed for nine or more performers, including works for choir and orchestra. Works written specifically for the voice should be entered into Vocal or Choral Composition.

Eligibility

[a] To be eligible the musical work must have been composed by a British national or a composer who was ordinarily resident in the United Kingdom from 1 April 2020 to 31 March 2021.

[b] The work must have received its first UK public performance between 1 April 2020 and 31 March 2021.

In the context of The Ivors Composer Awards, the first UK public performance can be either:

- a concert performance of the work, accessible to the UK public
- a live, or pre-recorded, streamed performance of the work accessible to the UK public
- a performance of the work broadcast on a radio station accessible to the UK public
- the appearance of the work on a commercial recording available in the UK, if the recorded release denotes the work's premiere

[c] The work must have been completed after 1 April 2010.

Entry Requirements

[d] The Academy promotes anonymous judging across The Ivors Composer Awards. As such, entrants are asked to remove any reference to the identity of the composer on submitted material, where possible.

[e] An anonymised PDF musical score of the entire work must be submitted.

[f] An audio file [at least 128 kbps MP3] of the entire work must be submitted.
Video files can be submitted if the visual performance is integral to the piece [.mp4 or .mov file format, audio codec stereo audio, aspect ratio 16.9 and file size cannot exceed 10GB].

[g] Entrants are invited to submit an anonymised description or context to the work, of up to 100 words. This is not mandatory, but it will be revealed to the judges.

[h] If the work qualifies through appearance on a commercial recording, entrants must supply the release's catalogue number and original UK commercial release date.

[i] If the work qualifies through a live concert, streamed performance or broadcast, entrants must supply evidence of the date of the performance/broadcast.

[j] The composer's latest biography and the work's programme note must be submitted. This information is not revealed to the judges but used for administration purposes.

Vocal or Choral Composition

Classical works specifically composed for the voice; either a cappella or accompanied.

Eligibility

[a] To be eligible the musical work must have been composed by a British national or a composer who was ordinarily resident in the United Kingdom from 1 April 2020 to 31 March 2021.

[b] The work must have received its first UK public performance between 1 April 2020 and 31 March 2021.

In the context of The Ivors Composer Awards, the first UK public performance can be either:

- a concert performance of the work, accessible to the UK public
- a live, or pre-recorded, streamed performance of the work accessible to the UK public
- a performance of the work broadcast on a radio station accessible to the UK public
- the appearance of the work on a commercial recording available in the UK, if the recorded release denotes the work's premiere

[c] The work must have been completed after 1 April 2010.

Entry Requirements

[d] The Academy promotes anonymous judging across The Ivors Composer Awards. As such, entrants are asked to remove any reference to the identity of the composer on submitted material, where possible.

[e] An anonymised PDF musical score of the entire work must be submitted.

[f] An audio file [at least 128 kbps MP3] of the entire work must be submitted.
Video files can be submitted if the visual performance is integral to the piece [.mp4 or .mov file format, audio codec stereo audio, aspect ratio 16.9 and file size cannot exceed 10GB].

[g] Entrants are invited to submit an anonymised description or context to the work, of up to 100 words. This is not mandatory, but it will be revealed to the judges.

[h] If the work qualifies through appearance on a commercial recording, entrants must supply the release's catalogue number and original UK commercial release date.

[i] If the work qualifies through a live concert, streamed performance or broadcast, entrants must supply evidence of the date of the performance/broadcast.

[j] The composer's latest biography and the work's programme note must be submitted. This information is not revealed to the judges but used for administration purposes.

Small Scale Jazz Composition

Individual jazz works, composed for up to eight performers which contain interactive improvisation as an essential element.

Eligibility

(a) To be eligible the musical work must have been composed by a British national or a composer who was ordinarily resident in the United Kingdom from 1 April 2020 to 31 March 2021.

(b) The work must have received its first UK public performance between 1 April 2020 and 31 March 2021.

In the context of The Ivors Composer Awards, the first UK public performance can be either:

- a concert performance of the work, accessible to the UK public
- a live, or pre-recorded, streamed performance of the work accessible to the UK public
- a performance of the work broadcast on a radio station accessible to the UK public
- the appearance of the work on a commercial recording available in the UK, if the recorded release denotes the work's premiere

(c) The work must have been completed after 1 April 2010.

(d) The work must contain improvisation as an essential element.

Entry Requirements

(e) The Academy promotes anonymous judging across The Ivors Composer Awards. As such, entrants are asked to remove any reference to the identity of the composer on submitted material, where possible.

(f) An anonymised PDF musical score, lead sheet, or relevant notation of the entire work must be submitted.

(g) An audio file [at least 128 kbps MP3] of the entire work must be submitted.
Video files can be submitted if the visual performance is integral to the piece [.mp4 or .mov file format, audio codec stereo audio, aspect ratio 16.9 and file size cannot exceed 10GB].

(h) Entrants are invited to submit an anonymised description or context to the work, of up to 100 words. This is not mandatory, but it will be revealed to the judges.

(i) If the work qualifies through appearance on a commercial recording, entrants must supply the release's catalogue number and original UK commercial release date.

(j) If the work qualifies through a live concert, streamed performance or broadcast, entrants must supply evidence of the date of the performance or broadcast.

(k) The composer's latest biography and the work's programme note must be submitted. This information is not revealed to the judges but used for administration purposes.

Large Scale Jazz Composition

Individual jazz works, composed for nine or more performers, which contain interactive improvisation as an essential element.

Eligibility

- (a) To be eligible the musical work must have been composed by a British national or a composer who was ordinarily resident in the United Kingdom from 1 April 2020 to 31 March 2021.
- (b) The work must have received its first UK public performance between 1 April 2020 and 31 March 2021.

In the context of The Ivors Composer Awards, the first UK public performance can be either:

- a concert performance of the work, accessible to the UK public
 - a live, or pre-recorded, streamed performance of the work accessible to the UK public
 - a performance of the work broadcast on a radio station accessible to the UK public
 - the appearance of the work on a commercial recording available in the UK, if the recorded release denotes the work's premiere
- (c) The work must have been completed after 1 April 2010.
 - (d) The work must contain improvisation as an essential element.

Entry Requirements

- (e) The Academy promotes anonymous judging across The Ivors Composer Awards. As such, entrants are asked to remove any reference to the identity of the composer on submitted material, where possible.
- (f) An anonymised PDF musical score, lead sheet, or relevant notation for the entire work must be submitted.
- (g) An audio file [at least 128 kbps MP3] of the entire work must be submitted.
Video files can be submitted if the visual performance is integral to the piece [.mp4 or .mov file format, audio codec stereo audio, aspect ratio 16.9 and file size cannot exceed 10GB].
- (h) Entrants are invited to submit an anonymised description or context to the work, of up to 100 words. This is not mandatory, but it will be revealed to the judges.
- (i) If the work qualifies through appearance on a commercial recording, entrants must supply the release's catalogue number and original UK commercial release date.
- (j) If the work qualifies through a live concert, streamed performance or broadcast, entrants must supply evidence of the date of the performance or broadcast.
- (k) The composer's latest biography and the work's programme note must be submitted. This information is not revealed to the judges but used for administration purposes.

Jazz Album

Commercially released jazz albums, containing original compositions by a single composer or compositional group. The award will recognise exceptional composition and consistency across the album as a body of work.

Eligibility

- a) To be eligible the album must have been composed by a British national or a composer who was ordinarily resident in the UK from 1 April 2020 to 31 March 2021.
- b) To be eligible the album must have been published and commercially released in the UK for the first time between 1 April 2020 and 31 March 2021.
- c) The album must contain at least 75% original material; 'original' in this context is defined as not previously released in the UK.

For the avoidance of doubt, the version of the album that was first released must be the album submitted for judging. Later versions of the release in special editions with extra tracks etc. will not be considered.

- d) The musical works across the album must have been completed after 1 April 2010.

Entry Requirements

- e) The Academy promotes anonymous judging across The Ivors Composer Awards. As such, entrants are asked to remove any reference to the composer on submitted material, where possible.
- f) An audio file [at least 128 kbps MP3] of each track on the album must be submitted with each entry.

Please ensure the file name contains the track number followed by the title of the musical work.
- g) Entrants are invited to submit an anonymised description or context to the album, of up to 100 words. This is not mandatory, but it will be revealed to the judges.
- h) Entrants must supply the album's original UK commercial release date.
- i) Entrants must also supply the album's catalogue number.
- j) Entrants are invited to supply a link to the album on Apple Music.

Sound Art

Works which use sound as both their medium and their subject, including installations, sculptural, electroacoustic and audience-interactive pieces.

Eligibility

[a] To be eligible the musical work must have been composed by a British national or a sound artist who was ordinarily resident in the United Kingdom from 1 April 2020 to 31 March 2021.

[b] The work must have received its first UK public performance between 1 April 2020 and 31 March 2021.

In the context of The Ivors Composer Awards, the first UK public performance can be either:

- a live performance of the work, accessible to the UK public
- a live, or pre-recorded, streamed performance of the work accessible to the UK public
- a performance of the work broadcast on a radio station accessible to the UK public
- the appearance of the work on a commercial recording available in the UK, if the recorded release denotes the work's premiere

[c] Works must have been completed after 1 April 2010.

Entry Requirements

[d] The Academy promotes anonymous judging across The Ivors Composer Awards. As such, entrants are asked to remove any reference to the identity of the sound artist on submitted material, where possible.

[e] An anonymised PDF score must be submitted if one exists. Otherwise, please submit any other files documenting the work, for example, graphic score, project reports and/or images.

[f] An audio file [at least 128 kbps MP3] of the entire work must be submitted. Video files can be submitted if the visual performance is integral to the piece [.mp4 or .mov file format, audio codec stereo audio, aspect ratio 16.9 and file size cannot exceed 10GB].

[g] An anonymised description or context to the work, of up to 300 words, must be submitted with each entry.

[h] If the work qualifies through appearance on a commercial recording, entrants must supply the release's catalogue number and original UK commercial release date.

[i] If the work qualifies through a live or streamed performance or broadcast, entrants must supply evidence of the date of the performance or broadcast.

[j] The sound artist's latest biography and the work's programme note must be submitted. This information is not revealed to the judges but used for administration purposes.

E. JUDGING

- [a] An Ivor Novello Award represents peer recognition with awards judged by classical composers, jazz musicians, sound artists and practitioners within those music creator communities.
- [b] All eligible submissions will be assessed by specially appointed judges; the members of which shall be chosen by The Ivors Academy:
- The Academy aims to have five judges on each panel.
 - Any appointed judge found to have a conflict of interest or perceived conflict of interest during a judging session will be asked to forgo their role.
 - An Independent Adjudicator will be present at each judging session, in a non-voting capacity.
 - All judging sessions will be led by a Chair, in a non-voting capacity.
 - All judges will be required to sign a non-disclosure agreement.
- [c] Any works where there is or appears to be a genuine ownership, authorship or author-share dispute may, at the discretion of The Ivors Academy Board, be disqualified.
- [d] The Ivors Academy reserves the right not to make an award in any category.
- [e] In all cases, the final decision rests with The Ivors Academy and correspondence will not be entered into with respect to such decisions.
- [f] The judges will be acknowledged in the commemorative programme and on The Ivors Academy website.

F. CANDIDATES FOR NOMINATION

- [a] There will be no more than five nominated works in each award category.
- [b] The Academy will credit the composer[s] of the original music, responsible for the overall conception, design, and execution of the work as a whole, according to the works registration at the relevant royalty collection society.
- [c] Each nominated composer will receive a nomination certificate from the Academy.
- [d] Nominated composers will automatically be given Academy Membership, complimentary for a year.
- [e] It is the Academy's policy to list the nominated works, within each category, in alphabetical order of work title in all publicity material.
- [f] The award ceremony will incorporate an audio-visual presentation highlighting nominees and nominated works. Nominees cooperation in supplying the necessary assets, as communicated direct by The Ivors Academy, will be required.
- [g] Nominees will be sent a Nominee Toolkit which will contain social media assets and 'The Ivors Composer Awards' and 'The Ivors Composer Awards Nominee 2021' logos. These can only be used online, in print and in broadcasts once the public nomination announcement has been made.
- [h] The logos as per the above clause G are available from The Ivors Academy at the time writers are confidentially informed of their nomination and can be used before the press announcement for the purpose of artwork preparation only. Please note that cropping or altering logos in any way is prohibited. Each instance of logo use must be approved by The Ivors Academy, with proofs of the logo in situ provided by email.

G. WINNERS

- [a] There will be one winning work per award category.
- [b] One hand cast bronze statuette [Ivor Novello Award] will be presented to the composer of the work as per the details outlined in Candidates for Nomination.
- [c] An Ivor Novello Award remains the property of The Ivors Academy and it is to remain in the care of the recipient or their descendants. The award must not be sold on to any third party. Should the award leave the care of the recipient or their descendants, the Academy reserves the right to purchase the award back for a fee of £1.
- [d] The winner's press release and The Ivors Academy website is the definitive source of award winner's information.
- [e] Winners will be sent a Winner's Toolkit which will contain social media assets, official photos from the ceremony [if applicable] and 'The Ivors Composer Awards' and 'The Ivors Composer Awards Winner 2021' logos once the winner has been made public. Winners are free to use to these online, in print and in broadcasts. Please note that cropping or altering logos in any way is prohibited. Each instance of logo use must be approved by The Ivors Academy, with proofs of the logo in situ provided by email.

H. ADDITIONAL RULES

- [a] The Ivors Composer Awards and Euterpe [Ivor Novello Award] are trademarks belonging to BASCA, trading as The Ivors Academy. Persons wishing to reproduce or use these marks, must secure the written consent of The Ivors Academy prior to such use.
- [b] An Ivor Novello Award may not be reproduced or used in any commercial manner unless prior permission has been obtained from The Ivors Academy.
- [c] The final decision regarding all aspects of The Ivors Composer Awards, including the interpretation of these rules, rest with The Ivors Academy Board.

I. ANONYMITY CHECKLIST

The Ivors Academy promotes anonymous judging. As such the score, audio/video file and works description will be seen by the judges and if possible, these files should not identify the composer.

For the avoidance of doubt, the composer's biography, programme note, and resume of the work's exposure are not seen by the judges. As such these do not need to be anonymised.

Please use the following checklist to ensure that the materials meet our anonymity criteria:

Score

- Remove the composer's name from all pages of the score - please pay attention to any copyright notices.
- Remove the programme note and any information regarding the première performance from the score.
- Remove any dedication from the score.
- Remove any details of commissioner from the score.
- Remove any details of performance history from the score.
- Remove any reference to the publisher from the score, including as copyright beneficiary.
- Remove the composer's name from the score file metadata. To do this:
 - For PC and Mac users: open the PDF file using Adobe Reader or Adobe Acrobat DC (and not Preview on Mac) and select FILE then PROPERTIES. If the composer's name is shown in the AUTHOR field, remove the name by pressing BACKSPACE or DELETE.
If using Adobe Acrobat DC, ensure you also select the ADDITIONAL METADATA button and remove the composer's name if shown in the AUTHOR field by pressing BACKSPACE or DELETE.
- Ensure the file name of the score is the title of the work only and does not include the composer's name.

Audio Recording

- Remove the composer's name from the file name of the recording.
- Remove the composer's name from the file metadata associated with the recording. To do this:
 - For PC users: right click the audio file and select PROPERTIES. In the DETAILS tab, remove the composer's name if it is shown by pressing BACKSPACE or DELETE.
 - For Mac users: open the file in iTunes. Right click on the right and select SONG INFO. Remove the composer's name if it is shown by pressing BACKSPACE or DELETE. Then, for ease of extracting this file from iTunes and uploading to our awards website, highlight the song by tapping once on it [so that it highlights blue] and then select FILE then SHOW IN FINDER. You can then move the file to your desktop or to a memorable folder to make it easier to find the audio file.

Video

- Remove or redact the composer's name from the video if shown.
- Remove any audio announcements if they reference the composer.
- Remove any credits.
- Ensure the name of the video file is the title of the work only
- Remove the composer's name from the metadata associated with the video file. To do this:
 - For PC users: right click the file and select PROPERTIES. In the DETAILS tab, remove the composer's name if it is shown by pressing BACKSPACE or DELETE.
 - For Mac users: unfortunately, it is not as simple to remove the metadata, in comparison to PC users, without the need to download an external application or programme. As such here are two options:
 1. Option 1
Download VLC player [a media player for Windows] from: <http://www.videolan.org/vlc/download-macosx.html>. Once downloaded, open the video file in VLC player. Then, select WINDOWS. A pop-up box will appear which will include the fields: TITLE, ARTIST, ALBUM, COPYRIGHT etc. If the composer's name is shown, remove it by pressing BACKSPACE or DELETE and then click SAVE METADATA.
 2. Option 2
If you would prefer not to download VLC player and prefer to use Apple only products, the safest way to ensure it does not contain any details is to import the file into iMovie and resave the file. To do this, open iMovie, click PROJECTS, NEW PROJECT. Then import the video file and follow the instruction on screen to drag the video and drop it into the space to create the movie. The video will then appear on the right-hand side and you will be able to play it by pressing the PLAY button. When you are ready to export the video, click the SHARE BUTTON then click FILE. A pop-up box will appear, so ensure you leave the description and tags blank. Finally, click NEXT and then save the video.

J. CONTACT DETAILS

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