



There's a lot here, we know. But it's essential to get your entry right – so read on.

## To find out what to submit...

1. Check your chosen brief. The **What to submit and how** section will tell you the formats you can submit your response in. It'll be a combination of the following: **video, JPEG, interactive, text and physical material**.
2. Find the full specifications for each format (file type, file size, etc) in the following pages. Make sure you meet these specs when preparing your work, or it may not be accepted / may not display properly at judging.

## Title & Description

- You'll need to give a title and description when you enter online.
- Title: *The name of your concept, not simply the name of the brief (eg "Be Here & There" not "BBC Project")*
- Description: *A short summary of your idea (max. 100 words). Don't include the brief in this description. We will use this to help promote your work if it wins, and it will be available to the judges as supporting material. Your brief may ask you to include specific info in this description.*

## Main Vs Optional Submission Material

- Most briefs have options for the main deliverable(s) and optional supporting material.
- The **main** deliverable is what you must submit for that brief, and what the judges will base initial decisions on. They'll view this first, then look at any optional material only if they want to – eg if your main piece has impressed them enough to want to see more.
- Your **main** piece(s) must clearly and effectively present your idea and execution, anything the judges will need so they can understand your response, anything specified under **The important stuff** on the brief.
- The **optional** pieces are your chance to show additional executions (eg ads, product mock-ups, app prototypes), or give further insights into your research and development.

- You'll be asked to name every asset (each file you upload or URL you input) – use this to clearly indicate whether that asset is one of your **main** deliverables, or an optional supporting piece (e.g. "Main Deliverable 1", "Supporting Image 3", etc)
- You will also be able to control the order your assets are viewed in – make sure your main piece(s) come first, and that the viewing order makes sense.

## What Else Do You Need To Know?

- You can enter online from early 2020.
- The entry site will walk you through the process, but before you start, make sure all your team members and all your tutors have registered and can login at [www.dandad.org](http://www.dandad.org).
- Keep it **anonymous**. This is for your benefit – we want the judges to look purely at your work to keep the process fair and free of unconscious bias. So don't include your name, or the names of your teammates, tutors or college anywhere in your entered work, or in file names. If these are included, we may ask you to resubmit without them, or remove them ourselves. (There may be some exceptions, e.g. if your identity is somehow part of your concept – check with us if you're not sure).
- All work must be submitted in English unless specified by the brief. Any explanations must be in English.
- You must upload all your files on the entry site. No data disks and no files hosted on other sites. Eg if you're submitting a video, **we won't accept a link to it on YouTube** – you have to upload it directly. The one exception is for interactive executions – see the following pages for more info.
- **PDFs are not accepted** except for text-only, eg longform copy, or scripts for radio ads – and only where specified on the brief.
- Don't include images in PDFs.

## The New Blood Academy with WPP

Anyone who wins a Pencil, any Pencil, will have a chance of a place on the New Blood Academy with WPP. This is a creative bootcamp that catapults young creatives into industry.

Attendees will be brought to London and pushed to their creative limits through a non-stop programme of talks, workshops, briefs, hacks, and live challenges with the world's top agencies including AKQA, Ogilvy and Grey.

When submitting your entry, it will outline how you can put yourself forward for this opportunity should you win a Pencil.

## Use of Other Creative Material

If you use any images, writing, music or other creative material belonging to someone else (such as background music or stock footage for a case video), you must comply with any copyright restrictions in place.

Eg stock images or typefaces you've bought the license for, copyright-expired text, music made available under a Creative Commons License or that you've received appropriate permissions to use... Make sure you credit or acknowledge the source if / as required.

We can't provide detailed advice on copyright but for more information, try:

[ipo.gov.uk/copy.htm](http://ipo.gov.uk/copy.htm)  
[creativecommons.org](http://creativecommons.org)

You could use a piece of music that is made available under a suitable Creative Commons License. Take a look here for more inspiration:

[creativecommons.org/legalmusicforvideos/](http://creativecommons.org/legalmusicforvideos/)

## Research & Development

Some of the briefs ask you to show highlights from your creative process, research, and development. To do this, you could include:

- A summary of your research approach.
- The key insight that led to your solution.
- How you developed the idea from insight to solution.
- Alternative ideas you explored.
- Scamps, initial hand sketches, prototypes, mock-ups.
- Mood boards and other reference imagery.

## The Formats

Make sure you know which formats are allowed for your brief before you get stuck in.

### Video

Use this for presentation films, moving image executions, TV ads, etc.

Format specs:

MP4 and MOV formats only.

These must be multiplexed with audio and video in one single file.

Do not include a clock or slate at the start.

See below for full specs.

<b>Codec</b>	<b>H.264</b>
<b>File Name</b>	<b>MOV MP4</b>
<b>Aspect Ratio</b>	<b>1920 x 1080 1280 x 720 1024 x 576 (64 x 480) (720 x 576)</b>
<b>Audio</b>	<b>ACC Stereo 48kHz</b>
<b>Bitrate Max</b>	<b>Minimum: 8.5mbps (15mbps for HD) Maximum: 50mps</b>
<b>File Size</b>	<b>500 MB</b>

## Tips for a great Presentation Film

Use your time wisely and wow the judges:

- Don't include the brief – you don't have long so don't waste time telling the judges what they already know. You can talk about how you interpreted the brief and how this led to your response.
- Summarise your project / killer idea in the first 30 seconds – get the jury's attention. You can use the rest of your time to go into more detail if you need to. Don't make the judges wait until the end of the film to find out your solution.
- Focus on the creative idea and its relevance to the audience.
- You don't need to make it elaborate and fancy. Simple films with a clearly presented idea are just as effective.
- If you're demonstrating an idea using mock-ups and screenshots, clearly show how it would work.
- It's fine to include a voiceover speaking over footage, but to keep judging fair and unbiased, don't include footage where you talk directly to camera and don't include your name, etc.

## JPEG (image)

Use this for presentation slides, photos, illustrations, posters, etc.

- **Format specs:**  
JPEG is the only image format we can accept.
- Colour mode: RGB
- Image resolution: At least 300dpi
- Maximum file size: 10mb
- Dimensions: At least 410mm on the longest side
- Orientation: Images will be viewed on-screen so landscape is strongly recommended unless portrait mode is integral to the brief.
- Aspect ratio: Up to you. But your work will be viewed on-screen, ranging from judges' own laptops to widescreen TVs, so images will look their best in landscape at 16:9.

## Tips for Creating Great Presentation Slides

- This is where images and text are combined in one JPEG, to show your idea as well as explain it.
- Work will be viewed on-screen at judging, with no option to scroll and limited zoom function. Your slides must be clear and easy to view when the image is viewed to fit-to-screen on a standard laptop. **We strongly recommend landscape format.**
- Make sure text is big enough to be read without zooming, and keep it short, clear and relevant. Basically the same principles as a PowerPoint or Keynote slide.
- Show the key elements of your work.
- Keep the layout clean, simple and uncluttered.
- An [example](#) of good presentation slides.



## Game Working Builds (Rare & Xbox ONLY)

If entering a working build for the Rare & Xbox brief (optional material ONLY), it must be hosted on a website OR submitted as a .zip or .rar file with all necessary software for install included. These files must be included as a URL to a file sharing website (see **Submitting Zip Files**). Any prototypes must be easy to run and install, and suitable for a PC with the specs below.

### Windows 10.x OS

**Intel Core i7-8850H Six Core 2.60GHz, 4.30GHz Turbo**

**Nvidia Quadro P1000 w/4GB GDDR5  
32GB DDR4-2666MHz SDRAM  
4K UHD (3840 x 2160) Resolution**

## Tips for creating Game Design Concepts

Below are a range of links to help you with your game design concepts.

### Game Design Process

How to get started. An introduction to 6 steps of game design and using an iterative cycle.

[youtu.be/djimfGjdCKI](https://youtu.be/djimfGjdCKI)

### Game Design: Crash Course Games #19

An outline of gameplay terms and applications.

[youtube.com/watch?v=TOQTZ6N\\_eVg](https://youtube.com/watch?v=TOQTZ6N_eVg)

### Game Design Process: Designing Your Video Game

How to get started.

[youtube.com/watch?v=2aIIrDamNT4](https://youtube.com/watch?v=2aIIrDamNT4)

### 5 Steps To Start Making Games

How to get started. An outline of the basics of game design.

[youtu.be/B8ttFXUgtMw](https://youtu.be/B8ttFXUgtMw)

### Downwell's Dual Purpose Design | Game Maker's Toolkit

A game doesn't need to be super fancy and complicated. You can make an incredibly exciting game with just a couple buttons and ideas.

[youtube.com/watch?v=i5C1Uj7jJCg](https://youtube.com/watch?v=i5C1Uj7jJCg)

### Ico, and Design by Subtraction | Game Maker's Toolkit

How to keep things simple.

[youtube.com/watch?v=AmSBlyTOihO](https://youtube.com/watch?v=AmSBlyTOihO)

### Forging God of War's Leviathan Axe | Game Maker's Toolkit

How to build a world around your idea.

[youtube.com/watch?v=2u6HTG8LuXQ](https://youtube.com/watch?v=2u6HTG8LuXQ)

### Puzzle Solving... or Problem Solving? | Game Maker's Toolkit

How to use real world systems as inspiration.

[youtube.com/watch?v=w1\\_zmx-wUOU&t](https://youtube.com/watch?v=w1_zmx-wUOU&t)

### Interactive Work (URLS)

Use this for interactive executions, digital prototypes, websites, apps, etc.

#### Format specs:

- URLs are only accepted where the website itself is part of the entry, or to send zip files via Dropbox (see below).
- Cannot be submitted as your main piece, only as optional supporting material.
- Interactive work must be Chrome compatible.
- If the work is online, submit the URL.
- If you can't host the work online, submit a ZIP folder – instructions below.

#### Submitting Zip Files

- Zip files are OK for interactive work, HTML, websites, widgets or apps. We won't accept zip files for anything else.
- When you start the online entry form, you'll get an entry number. Use this as the name for the zip folder itself, and at the start of file names for the root folder, index file, and Flash or Shockwave files.
- Submit websites in their entirety as Chrome compatible HTML projects.
- Submit Flash and Shockwave projects embedded in HTML.
- To submit a ZIP file, please upload it to Dropbox ([www.dropbox.com](https://www.dropbox.com)) and then submit the Dropbox link as a URL.

## Text (PDFS)

Use this for scripts or written content (eg long-form copy) only.

#### Format specs:

- PDFs are only accepted for text-only content – don't include images.
- These need to be A4, only one page per file.
- Use a clear font and 12 point text.

## Audio

Use this for radio ad or audio content executions only.

#### Format specs:

- File format: MP3
- Sample size: 16-bit
- Sample rate: 44100khz
- Maximum file size: 10mb
- File extension must read .mp3
- Don't include audio introductions or presentations.