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## GGA1

# VERIFICATION INFORMATION FOR APS HONOURS & FIAP DISTINCTION APPLICANTS

## 1. VERIFYING RESULTS

### 1.1 General

It is a requirement that all acceptances and awards claimed for Honours and Distinctions are proven. This is done by means of the FIAP and/or PSA results databases or official salon catalogues. The entrant's name, image title, any awards, exhibition/salon name and approval from the relevant photographic body that has issued the salon with approval/patronage (e.g. FIAP, PSA and APS) must be clearly shown in the catalogue or the result cannot be verified. FIAP Biennials are the only exception as approval numbers aren't issued.

Indicate the approval number in the approval column of the APS honours (preference FIAP then PSA then APS or other). With FIAP Distinctions the approval number for a Biennial result is left blank on the FIAP form.

Please bear in mind that many applicants seek verification close to the closing date for applications. Verification of each application usually takes a number of hours or even several days if errors are found. It is the responsibility of applicants to undertake to complete their applications and organise verification in good time to avoid disappointment in the final weeks.

It is a requirement that applicants prepare all printed, CD/DVD and web exhibition catalogues for verification according to the prescribed methods set out in section 2 of this document.

Once the applicant has completed their application documents, listing the results they wish to claim, they must then seek verification of these results by one of the following means:

#### 1.1.1 Verifying Officer (VO)

APS appoint certain members around Australia to provide a verification service to applicants. These members will sight the acceptances in the results database and/or catalogue as provided by the applicant and verify each acceptance and award as correct. They may also correct or cross off any results that are incorrect, or lack adequate detail in the catalogue as appropriate. The full set of application documents should be made available for the VO to check. The VO will advise which documents are required.

A VO should be contacted well in advance of the closing date for applications to organise a mutually convenient time to undertake the verification process. Depending on the individual VO, they may require you to accompany your documents and catalogues to assist with the task and resolve any issues found on the documents. Where significant travel distances are involved, or at the VO's discretion, catalogues and documents may be posted or dropped off and collected once verification is complete.

As per other roles within the APS, VO's perform this task on a voluntary basis to assist other members of APS and Australian FIAP Distinction applicants. Applicants are asked to be considerate of the VO's time and availability. Not all VOs are available for verification of Web catalogues.

For a list of APS Verifying Officers, please see Document GGA2.

#### 1.1.2 Special Appointment of a one-off Verifying Officer (SVO)

Where an applicant is located a significant distance from their nearest APS Verifying Officer, the Honours Sub Committee Chairman may, at his/her discretion, appoint an appropriate APS member, who is located closer to the applicant, to undertake the verification for the applicant on a one-off basis. Contact should be made well in advance of the closing date for applications should a SVO be required, as it may take time to select and brief a suitable APS member to be an SVO.

It is not always possible for an appropriate SVO to be found but if verification can be undertaken this way it will avoid the considerable expense of posting catalogues.

### 1.1.3 Verification by Post

Where personal delivery of catalogues to a VO or SVO is not possible, applicants may post their catalogues and full documentation to a VO. The applicant must contact the applicable VO to confirm such arrangement is convenient, prior to posting their catalogues and documents. This avoids unnecessary disappointment should a VO be away or unable to perform the task for some reason. Full return postage must accompany the catalogues and be payable directly to the applicable VO.

### 1.1.4 Verification of Website Catalogues

A number of digital exhibitions/salons around the world do not produce a catalogue in printed form or on CD/DVD. Such salons provide the official results of their salon on their website, either in the form of web pages that can be viewed or documents that can be downloaded. Results such as these are only available on the web for a limited period of time, which may be years or may be months so **the catalogue must be downloaded by an applicant as soon as possible**. To enable verification of web catalogues applicants must be able to provide evidence to a VO of the Exhibition name, approval, country and the applicant's acceptances and awards. Verification of downloaded web catalogues will be carried out at the same time as verification of printed and CD/DVD catalogues.

For verification of web catalogues:

- a. Where a single pdf catalogue is provided on the website download the entire catalogue.
- b. Where catalogues are provided for individual sections of an Exhibition download all sections in which the applicant has acceptances and awards.
- c. Rename the downloaded catalogue file to correspond with the Exhibition name and year shown in the acceptance list on the AED form, e.g. Sydney International 2013.
- d. All downloaded and renamed web catalogues must be copied to a CD or DVD to be provided to the VO.
- e. Before verification, contact the VO and ask whether they also require a print out of the relevant pages of the web catalogues in addition to the CD or DVD. If so, print out the front or other page of the catalogue which provides the relevant identifying information of the Exhibition and those pages of the catalogue showing the applicant's acceptances and awards.

HSC maintains records of a number of web catalogues which cannot be used for verification purposes but which may be called upon for review by a VO who has any concerns regarding the veracity of a web catalogue presented for verification by an applicant. Should it be discovered that a web catalogue presented by an applicant for verification does not accord with the original web catalogue, HSC will refer the matter to MC.

Many exhibitions/salons that provide printed catalogues and CD/DVD catalogues, also provide the official results on the salon's website. In cases where an applicant may be dependent on the results of an exhibition to complete an honours application in time, results available on the salon website may be used for verification. In all other instances, it is expected that the applicant will wait to receive the printed catalogue or CD/DVD.

### 1.1.5 Verification Using Report Cards

**Report cards will NOT routinely be accepted as proof for gaining an acceptance in any exhibition. The results database and Catalogues are the only routine form of proof of acceptances. Printed lists supported by CD from the exhibition are allowed.**

- a. HSC recognise that in rare cases a catalogue is not received or is inaccurate. If attempts to secure either a catalogue or an official letter from the salon confirming the acceptance(s), are unsuccessful, the VO checking the application has the discretion to accept the evidence of the report card. However, the acceptance may only be claimed if the details as per those required in Point 1.1 are clearly printed on the report card by the salon.
- b. Results from all sections in an International Exhibition can only be claimed for APS Honours if the exhibition has approval/recognition/patronage from one or more of the following organisations: APS, FIAP, RPS, PSA, PSNZ, UPI or GPU but, in international salons where only PSA recognition applies, only the results from “PSA recognised”, can be used. In rare cases PSA recognised exhibitions, that provide multiple themed sections, may fail to indicate PSA recognition for each section in the catalogue. In this instance it is necessary for the applicant to provide further proof of recognition for each salon section. The salon entry form or possibly the report card may provide this proof.

## 2. PREPARATION OF EXHIBITION/SALON CATALOGUES FOR VERIFICATION

### 2.1 General

Regardless of the means by which applicants choose to verify their results, all catalogues being verified, whether they be a printed catalogue or a catalogue on CD/DVD, must be prepared in the manner prescribed below. Where possible, catalogues should also be stacked in the same order as the results are shown on the applicant's lists. This may not always be possible, especially when catalogues need to be posted. Catalogues should be numbered in the same order that the acceptances appear on the application form.

Results must be readily accessible in the form of viewable or downloadable lists. Results that can only be seen by watching a slideshow until the relevant image is on screen are unacceptable for verification purposes.

### 2.2 Preparation of a Printed Catalogue

- a. When submitting original printed catalogues attach a bookmark tag to each page containing acceptances and awards to be verified. Do not bookmark pages containing results you may have chosen not to claim on your application.
- b. Mark the author's name and photo titles for each acceptance and award to be verified. Do not mark results you may have chosen not to claim on your application. The use of removable post it arrows or equivalent is highly recommended as they may be removed and possibly different results marked when applying for different honours.
- c. Also bookmark the page showing approval number or certificate from APS, FIAP or other body as applicable to your application.
- d. Number the outside cover of your catalogue according to the order their results appear on your lists of acceptances. Ideally the catalogues should be stacked in this order but this may not be possible when transporting them for verification so numbering enables them to be readily placed in order. Removable dot stickers are ideal for this purpose.

### 2.3 Preparation of a CD/DVD Catalogue

- a. The original official salon CD/DVD is to be used for verification, not a duplicate disc.
- b. Such CD/DVD should display the salon name clearly on the disc.
- c. As per printed catalogues, the CD/DVD's should also be numbered according to the order their results appear on your lists of acceptances.
- d. When submitting a CD/DVD catalogue for use in verification, the applicant must also print the relevant pages (not full document) that show the results they wish verified on their application.

- e. Each acceptance/award that the applicant wishes to claim must be highlighted on these pages. Do not highlight results you may have chosen not to claim on your application.
- f. Each of these printed pages must have written on them the exact location where the page may be located on the CD/DVD, this means noting in which folder, which document, which section of the salon and which page of the document on the CD the matching page and result may be found. The highlighted results, on the printed page, indicate which results are to be verified and where on the page they are located such that the person verifying the result can locate the matching page quickly and easily.

#### **2.4 Preparation of a Web Catalogue**

- a. Provide the CD/DVD which contains copies of all downloaded web catalogues to the VO, labelled with the name "Web Catalogues".
- b. Print out pages containing the Exhibition information, acceptances and awards if required by the VO.
- c. Number the printouts upon which your web results appear (as per other catalogues). Numbering should be done according to the order in which the results appear on your lists of acceptances. It is recommended that numbering be done in pencil such that it can be removed or altered to fit in with a later application for another honour.