



TOYO UNIVERSITY



TIFF 2021 COLLABORATIVE MOVIE GUIDELINES

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TOYO UNIVERSITY



Toyo International Film Festival

**TIFF 2021 COLLABORATIVE
MOVIE GUIDELINES**

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**Toyo
International
Film Festival**



OVERVIEW

Do you want to join our global tour of unique school cultures?
Do you want to take an audience on a trip around the world?



Toyo International Film Festival



We invite you to participate in
Toyo International Film Festival 2021
Collaborative Movie
"It's a small world"

ABOUT TIFF



Toyo International Film Festival: A Brand New Cross-Cultural Platform



Inoue Enryo Hall, Toyo University

Using film as a medium that transcends borders, Toyo International Film Festival aims to create a brand new cross-cultural platform, where everyone's unique voices are heard loud and clear. This founding year's title is **Your Voice**.

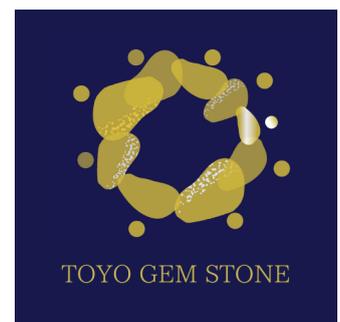
Members of Toyo University and its partner universities worldwide are invited to participate and share their voices by submitting their original short films. The film festival consists of two programs: a **collaborative movie** and a **short film competition**.

Nominated works will be screened at Toyo University's Inoue Enryo Hall at the **premier** on **December 11, 2021**. The main event will be live-streamed in real-time on YouTube.

OUR TEAM

Toyo Gemstone (TGS)

Toyo International Film Festival is organized by Toyo Gemstone (TGS). TGS is a student group at Toyo University that bridges Toyo with the international community, by promoting cultural exchange and international student support.



PURPOSE



Toyo International Film Festival aims to promote cultural exchange among members of the Toyo community and our partner institutions using film as a medium. With the recent spread of the coronavirus, physical activities, particularly international exchange events, have been restricted to protect public health.

Therefore, instead of facilitating events in person, we are bringing a new platform where students from all over the world can meet and share our visions. To strengthen the network that Toyo University has built up with our overseas partner universities, TIFF will be a brand-new community where students can freely express themselves and cultivate a creative spirit for their future career paths.

We will contribute to the establishment of new networks and relationships among students of all nationalities by bringing students together who love films and students who love creating films.

ABOUT THE CORRABORATIVE MOVIE



Working title:

It's a Small World

A selected number of partner institutions will collaborate with students from Toyo University to create an **episodic short film**, titled **It's a Small World**. The final collaborative film will be screened at the premier on December 11, 2021. It will also be publicly available on the TIFF website after the premier.

The theme of each film will be "One day in the life of a student." By showcasing our unique school cultures, we can keep each other motivated for global learning experiences. Eight universities around the world have been invited to create one collaborative movie. This collaborative project is a chance to express the value of the ultimate bond between the countries.

Transition between episodes: Paper Airplane

As a symbol throughout the collaborative movie, a paper airplane will be used to express the connections between countries. The airplane has played a significant role in globalization, making the world feel smaller. In between the episodes, the paper airplane will be used as a transition, indicating that we live in a small world. Please see page 9 for more details.



FILMMAKER'S GUIDE

While TIFF encourages you to be creative in the details of each sequence, such as the number of cast members, music, and storylines, we ask each team to create one video including the scenes below. Additionally, we ask you to create two separate videos for the ending scene. The organizers will compile the 3 videos submitted from each university and edit them into a single movie. For the guidelines on the ending scene, please refer to page 11. For details on the submission requirements, please refer to page 12.

Please include the following scenes:

01 RECEIVING PAPER AIRPLANE

Please refer to page 9 for more detail.

02 WAKING UP

Student(s) waking up and preparing for class.

03 COMMUTE

Student(s) commuting to campus.

04 IN THE CLASSROOM

Student(s) in a classroom. Please try to show the atmosphere of a class in your university.

05 LUNCHTIME

Student(s) having lunch with friends. If possible, please include local food that is popular in your culture.

06 OUTSIDE CLASSROOM ACTIVITIES

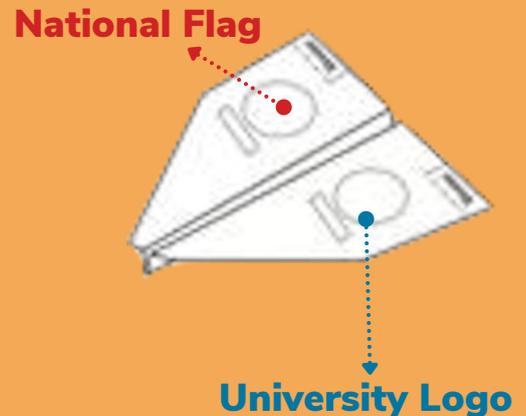
Student(s) enjoying non-academic activities outside of school, such as part-time jobs or club activities.

07 SENDING PAPER AIRPLANE

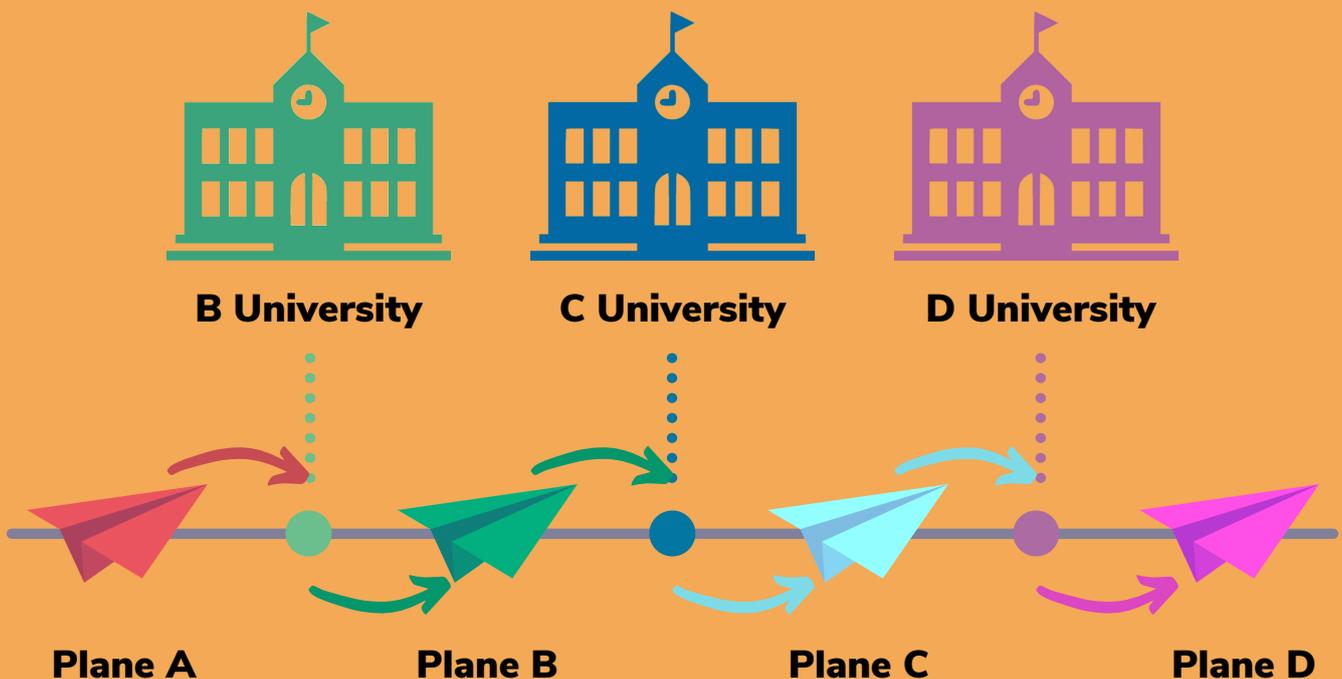
Please refer to page 9 for more detail.

TRANSITION

- Each participating university will receive a document package of the transition materials, including:
 - Two templates of the paper airplanes, including the logo of the university and the national flag. One should contain your university's logo, and the other should contain the logo of the university appearing in the previous sequence,* and
 - Guidelines for making the paper airplane.



Overview of the scene transition

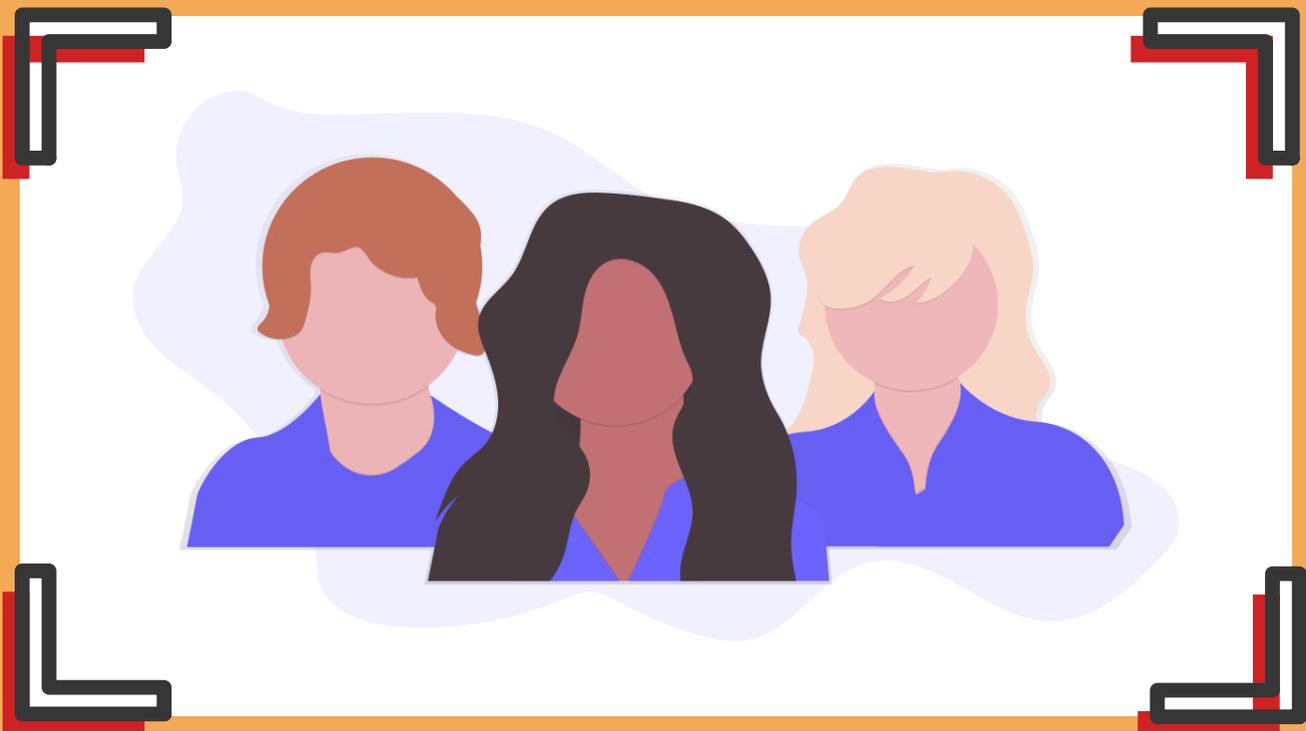


At the start of each sequence, please include a scene of a paper airplane from the previous university being received. The paper airplane you receive should contain the university's logo of the university from the previous sequence. At the end of the sequence, please include a scene in which a student sends another paper airplane, with your university's logo. For the list of scenes to include in your video, please refer to page 8.

*The sequence order will be shared by TGS.

FINALE

In a separate video, we would like you to film two videos for the ending scene, in which every cast member in the video says the line: "It's a small world, after all." Please create two versions; one in English, and the other one in your country's common language, each in a separate video file. If your first language is English, please create one video in English. The organizers will compile the submitted videos from each university and edit them into a single movie. For the guidelines on the main sequence, please refer to page 8. For details on the submission requirements, please refer to page 12.



SUBMISSION PROCEDURE



- 01** Create a sharable folder on a cloud services (Google Drive, Dropbox, Onedrive, etc) that contains a digital copy of your film. Your folder name should be **<TIFF_Exhibition_Your University Name>**. *
(e.g., **TIFF_Exhibition_ToyoUniversity**)
- 02** Copy the sharable link of your folder.
- 03** Send the link to Toyo Gemstone.
<toyo.gemstone.official@gmail.com>
- 04** After receiving your video, the organizers will check the video file and send a confirmation email for your submission within 2-3 working days. **

* Please double-check that the link is available for us to review and download. The sequence order will be shared individually to each participating university.

**If you have not received any email from us after three days, or have any difficulties submitting your work, please contact us via email (toyo.gemstone.official@gmail.com), as soon as possible.

SUBMISSION REQUIREMENTS

Toyo
International
Film Festival

GENERAL REQUIREMENTS

- The film should be in accordance with the purpose of this project and follow the theme.
- The total duration of the exhibition movie must be no more than 5 minutes.
- The film's language will be English. If your film is in another language, please integrate (burn-in) English subtitles into it.
- The file's title should please be in the following format: <TIFF_Exhibition_Your University Name>.
- The film should neither have ever been previously submitted nor cross-posted on another platform.
- Only submissions in the form of digital data will be accepted.
- Please submit all the required items no later than 23:59, October 15, 2021, Japan Standard Time (JST). If you cannot submit your film before the deadline, please contact TGS via email (toyo.gemstone.official@gmail.com) before October 1st. In the email, please mention the earliest date you can submit your video.

TECHNICAL REQUIREMENTS

- The film must be in either MOV or MP4 format.
- The resolution of the film should be in landscape, 1920x1080 px (16:9 aspect ration)
- The film should please be rendered the film in high-quality video and audio (Codec format: H.264 high profile for video, low complexity AAC for audio).

COPYRIGHT POLICY



- The entrants retain the copyrights of the film(s) they submitted. However, entrants agree to grant the event organizer non-exclusive rights to utilize all or part of the film for the sole purpose of managing the festival without any additional compensation. These rights include, but are not limited to, Right of Reproduction, Right of Rental, Right of Screen Presentation, and Rights of Adaptation.
- In case the film contains any copyrighted music, sounds, or images, make sure that they are licensed.
- Entrants who use copyright-free material must obey its terms of use.
- The entrant is solely responsible for any problems or dispute regarding the copyright(s) of the submitted film. TIFF does not hold any corresponding responsibility.

Please visit Toyo International Film Festival Official Instagram for the most up-to-date information about submissions, bookings for the premier, and our COVID-19 responses. We will also announce the Toyo University International Film Festival website on our Instagram page, which will be released soon (www.instagram.com/tiff_toyo/).

If you live far away or overseas, please join our grand premier (12:30, December 11, 2021, JST) live-stream on the TGS YouTube channel (<https://youtube.com/channel/UCQX3ANK8N7MGLunD8ZGkp6Q>).

If you have any questions about the event, please send them to our email (toyo.gemstone.official@gmail.com).



[**toyo.gemstone.official@gmail.com**](mailto:toyo.gemstone.official@gmail.com)



[**youtube.com/channel/UCQX3ANK8N7MGLunD8ZGkp6Q**](https://youtube.com/channel/UCQX3ANK8N7MGLunD8ZGkp6Q)



[**www.instagram.com/tiff_toyo/**](https://www.instagram.com/tiff_toyo/)

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