

Zgraf RULES AND REGULATIONS

This document provides guidelines that define contents, organization and financing structures of ZGRAF. It also lists the regulations and provisions consistent with international standards for organizing exhibitions, award competitions and best practices. The document constitutes the main part of the Manual for organizing ZGRAF and was provided by ULUPUH to help the ZGRAF organizing bodies follow set standards, international standards and to understand organizational processes.

For the Section of graphic design and visual communications
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1 GENERAL PROVISIONS

1.1. About ZGRAF

ZGRAF is an international exhibition of graphic design and visual communications, held triennially in Zagreb, Croatia. The Organiser of the exhibition is ULUPUH - the Croatian Association of Artists of Applied Art.

ZGRAF was first held in 1975 under the auspices of the City Council of Zagreb. In 1978 it became an international manifestation sponsored by ico- D.

1.2. Copyrights and patents

ZGRAF logo and name have been protected at the State Intellectual and Property Office since 1994.

1.3. ZGRAF objectives

ZGRAF aims to offer an insight into recent production in the field of graphic design and visual communication, to evaluate and recognise existing work through award allocation, as well as to promote a better and wider use of design. The purpose of the international exhibition is to illustrate and define current benchmarks, and to highlight leading social, cultural and economic markers that may influence future design projects. Part of ZGRAF is theme oriented. The Advisory Board in cooperation with the Executive Committee and the Guest Theoretician chooses the theme.

1.4. International regulations and best practices

ZGRAF is a professional manifestation dedicated to graphic design and visual communications, organised by ULUPUH. ULUPUH, a member of ico- D, conforms to international standards and best practices regulated and recommended by ico- D. Under the ico- D endorsement ZGRAF organisers are obliged to follow ico- D standards. The ZGRAF rules and regulations are aligned with international standards and shall continue to be if those standards change. ZGRAF is liable to the following ico- D standards: *Regulations and best practices for organising design exhibitions, Regulations and best practices for organising design exhibitions, Regulations and best practices for serving as a juror of design award competition*. The ico- D Secretariat provides general advice and consultation to organisers on developing rules and guidelines and on appointing jurors.

1.5. Visual identity

Each ZGRAF manifestation traditionally has its own visual identity, which is applied to all publications concerned with the manifestation. The ZGRAF Advisory Board and Executive Committee select visual identity through a closed entry competition or through direct orders.

1.5.1. Closed entry competition

The Organiser is obliged to define the compensation amount awarded to each invited author or group of authors. To ensure transparency a *Call to interested authors* shall first be issued and shall include only professional designers, members of professional organisations. The interested authors shall provide references for their work upon which the ZGRAF Advisory Board and the Executive Committee shall choose the participants of the closed entry competition.

1.5.2. Participation in the competition

No member of the ZGRAF Advisory Board, the Executive Committee, nor any member of their immediate family, firm or design teams (designers who collaborate on a regular basis) may submit their works for the exhibition. This provision must be included in the *Call to interested authors* to enable the Organiser to disqualify those works that do not comply with this provision.

1.5.3. Names of invited entrants

All authors who applied to the *Call to interested authors* shall obtain from the Organiser disclosure of the name or names of other designers involved.

1.5.4. Transfer of rights

The author of the visual identity by contract transfers the total rights of reproduction.

This gives ULUPUH the right of unlimited use of the visual identity for all publications, including uses not foreseen by the originator. ULUPUH shall not transfer those rights to third parties without authors consent.

The author shall be entitled to sign his / her work or similarly claim authorship.

By signing the contract the author shall give written consent to ULUPUH to apply visual identity to the catalogue, web pages and other similar applications without entitling the author to additional financial compensation.

1.5.5. Failure to sign a contract

If the author upon completion of the commission refuses to sign the contract, transfer the rights of reproduction or conditions an additional contract for uses not foreseen by the author, the Executive Committee reserves the right to terminate the project and find another author.

1.5.6. Direct orders

The ZGRAF Advisory Board and Executive committee have the right to commission visual identity through a direct order visual identity from an author or group of authors who they think are skilful and knowledgeable to deliver the best service. A pre-selection through *Call to interested authors* shall be made as referred to in item 1.5.1. The direct order may not be made from any member of the Advisory Board or Executive Committee, nor any member of their immediate family, firm nor design teams (designers who collaborate on a regular basis). Failure to conform to this provision is grounds for immediate disqualification from the Board or Committee as well as the disqualification of the author.

1.5.7. Accompanying materials

Author of the visual identity may, but is not obliged, to be the author of accompanying materials for ZGRAF. These include, but are not restricted to, posters, outdoor advertisements, web pages, web banners, catalogues, brochures, telops. The ZGRAF Executive Committee reserves the right to transfer the rights of reproduction without additional contracts with the author, as well as to commission these works from different author/s.

2 PROGRAMME ELEMENTS OF ZGRAF

2.1. Main exhibition

ZGRAF's main exhibition is international and comprises two parts. The first is a review exhibition that gives insight into the production in the field of graphic design and visual communications in the past three years. The second is a thematic exhibition concerned with current trends, challenges in the field of design or society in a wider context. Exhibited work for both exhibitions is called through *Call for submissions* and through direct orders of the ZGRAF Advisory Board and Executive Committee or the Guest Theoretician. All submitted work shall be selected by the Selection Committee. All selected works are eligible for ZGRAF Awards.

2.2. Conference

A conference, seminar or a series of lectures may be organised as part of the ZGRAF manifestation. The form depends on the possibilities and the decision of the Executive Committee. The conference may be international, regional or local depending on the participants and speakers. Speakers may be members of the Selection Committee and the International Jury, as well as local or foreign guests. The conference may be aimed at the professional public or at the general public, with a theoretical or practical focus and should include presentations and panel discussions where the public and the press are enabled to participate. The conference, seminar or lectures may be commercial to allow access to the wider public.

2.3. Grand Prix winner's exhibition

Part of the ZGRAF Grand Prix Award is a solo exhibition for the winner as part of the next ZGRAF exhibition. The ZGRAF organiser is obliged to inform the winner thereof, and the author has the right to decline this part of the prize. The ZGRAF Organiser is obliged to organise the solo exhibition in close collaboration with the

author/winner, and to cover all expenses (delivery, exhibition space, technical support, accommodation and daily allowance for the duration of three days). ZGRAF is not obliged to cover any additional expenses caused by unpredictable circumstances or authors' noncompliance with the time schedule.

2.4. Trade fair

Trade fair offers visitors an opportunity to get information on design agencies, design centres, graphic design and visual communications educational institutions, design software firms, firms engaged in relevant technologies, media and other services. The fair consists of exhibition booths located in the hall of the exhibition space, or conference location or in a separate location. The fair is commercial; the exhibitors shall pay a fee for the exhibition booths and the income from the fees shall be used to cover expenses of ZGRAF. For sponsors and donators the exhibitions space is free of charge.

2.5. Round table

The round table is aimed at representatives of the profession, educational institutions, design agencies, media and invited guests. The goal of the round table is to initiate discussions on topics relevant to the field, development of design and to the specific interests of participants.

2.6. Student workshops and exhibitions

2.6.1. Student workshops

Graphic design and visual communications educational institutions may be invited to co organise or host workshops and student exhibitions. At workshops groups of students work under the supervision of prominent international designers in collaboration with local educational institutions. A member of the teaching staff along with one designer preside the workshop with the aim to encourage not only collaboration between students but also between educational institutions and teachers.

2.6.2. Student exhibitions

Student works may be exhibited at special exhibitions organised in cooperation with the educational institutions, the rules and regulations for student exhibitions must clearly define the extent of involvement of teachers and mentors in the student work. If collaborative or group submissions are allowed they are to be clearly stated in the propositions. The Organiser and the educational institution may agree that the exhibited works be the result of the education institution's curriculum.

2.7. Accompanying exhibitions and activities

Apart from the aforementioned programme elements of ZGRAF, additional exhibitions and lectures may be organised within the manifestation thus the programme elements may be expanded to other types of activities, depending on the possibilities. The decision is to be made by the ZGRAF Executive Committee.

2.8. Media conference

Today designers have an important role in society and economy and one of the objectives of ZGRAF is to inform the wider public on the importance of design as a discipline in a wider context. A media conference may be organised to that effect. The ZGRAF Executive Committee shall choose the representatives according to their abilities and shall point to tangible contributions of design to society and economy through case studies or short presentations.

2.9. Seminar for government and public institutions

The Seminar for government and public institutions aims to inform representatives of government bodies and public institutions how design can contribute to their work. The seminar may take on the form of presentations of concrete examples, presentation of regulations and best practices as well as practical details on how to implement new procedures.

3 ZGRAF ORGANIZATIONAL BODIES

3.1. ZGRAF Advisory Board

The ZGRAF Advisory Board includes representatives of ULUPUH's Section for graphic design and visual communications, representatives of other professional organisations, graphic design and visual communications educational institutions, institutions that promote design, members of international organisations as well as those who can improve the organisation of ZGRAF. ZGRAF Advisory Board acts as an advisory body for the Executive Committee. The work for the ZGRAF Advisory Board is voluntary, there is no remuneration.

3.2. ZGRAF Executive Committee

The ZGRAF Executive Committee consists of members of ULUPUH's Section for graphic design and visual communications and members of the Advisory Board who wish to participate in the project on the operational level. Candidates for the Executive Committee are selected and nominated by the members of ULUPUH's Section for graphic design and visual communications and the Advisory Board but are appointed by the Board of Directors of ULUPUH. The majority of members of the Executive Committee must be members of ULUPUH. The Executive Committee is responsible for organisational, financial and all other aspects regarding the implementation of ZGRAF. It supervises the work of the Executive Director and files reports to the Board of Directors of ULUPUH.

3.2.1. Duties of the Executive Committee

The role and duties of the Executive Committee are the following:

- Project management in cooperation with the Executive Director.
- Approval and follow up of the project management plan drawn up by the Executive Director.
- Supervision of the Executive Director.
- Supervision of the financial plan and management of the Executive Director.
- ZGRAF theme development in cooperation with the Advisory Board and Guest Theoretician.
- Approval of the theme, visual identity, catalogue and marketing materials.
- Nomination of the Executive Director who is appointed by the Board of Directors of ULUPUH.
- Nomination and appointment of Guest Theoretician.
- Nomination and appointment of the members of the Selection Committee and members of the International Jury.
- Implementation decisions in cooperation with the Executive Director.
- Proposals and approvals of accompanying activities.
- Relations with government institutions in the region.

3.3. ZGRAF Executive Director

The Executive Director manages the organisation of ZGRAF. The Executive Director is selected and nominated by the members of ULUPUH's Section for graphic design and visual communications and the Advisory Board but is appointed by the Board of Directors of ULUPUH. The Executive Director may be an individual or a group (organising agency).

3.3.1. Authorisation

The Executive Director is authorised to sign contracts and invoices of ZGRAF. All contracts and transactions must be in written form, signed by the Executive Director.

3.3.2. Duties of the Executive Director

- To draw up a project management plan approved by the Executive Committee.
- Responsible for logistics and the budget for the exhibition, conference and all accompanying activities.
- Market evaluation for corporative sponsorships and contracting sponsors and donations.

- Communication with exhibitors, guests, lecturers and members of the Selection Committee and International Jury.
- Negotiations and contracting the location of the exhibition and accommodation
- Location logistics management.
- Contracting exhibitions, inviting exhibitors, relation to exhibitors and sponsors.
- Promotion of the manifestation and media partnerships.
- Financial management.
- Programme development in cooperation with the Executive Committee and the Advisory Board.
- Development of all marketing materials.
- National promotion, local media partnerships and PR.
- Invitation of the members of the Selection Committee and International Jury, and organising their accommodation.
- Organisation and logistics of all social activities within the manifestation.
- Coordination with the moderator regarding the submission of works.

3.4. ZGRAF Guest Theoretician

- Guest Theoretician is a prominent person in the field of graphic design and visual communications nominated by the Advisory Board or Executive Committee.
- The role of the Guest Theoretician is to define a theme and the theoretical context of its interpretation. Guest Theoretician may present the theme to the potential exhibitors by means of a theoretical text or any other way previously approved by the Executive Committee. Guest Theoretician nominates authors for *Call for submissions* that are not subject to selection.
- Guest Theoretician may or may not be a professional designer, but he must possess knowledge and expertise relevant to the exhibition. If the Guest Theoretician is a team of curators, at least one member of the team must be a professional designer and member of an organisation that is a member of ICOGRADA. The members of the curatorial team who are not professional designers must possess experience, knowledge and expertise relevant to the exhibition.
- Guest Theoretician or member of the curatorial team, members of their families, co-workers and other team members shall not participate in the exhibition.
- The name of the Guest Theoretician or curatorial team shall be published in the exhibition catalogue as well as in other printed materials of the exhibition.

3.5. Professional consultants

The Executive Committee reserves the right to engage additional professional consultants if need be. The consultants may participate voluntarily giving their time and knowledge to the promotion of ZGRAF objectives, or may sign a contract which defines the financial compensation

3.6. Temporary assistants

Temporary assistants may be engaged for operational activities drawn up in the project management plan by the Executive Director. The temporary assistants must be approved by the Executive Committee.

3.7. Honorary Committee

Honorary Committee consists of representatives of government and city bodies who have contributed in the realization of the project and other individuals significant to the history of ZGRAF.

3.8. Appointment of the Selection Committee and the International Jury

The ZGRAF Advisory Board and the Executive Committee nominate, and the Executive Committee appoints the selector and the members of the International

Jury. The Executive Director invites members of the Selection Committee and the International Jury. The members of the ZGRAF Advisory Board and the Executive Committee may invite particular authors who they consider important and were not nominated by the selector or have not nominated themselves. In that case the Executive Committee takes on the role of the selector. Authors whose works are selected by selectors from individual countries are eligible to participate in the international competition.

4 FINANCIAL PROVISIONS

4.1. Funding

The budget for the organisation of ZGRAF is secured from various sources: donations, corporate sponsorship, governments and institutional sponsorships (The city of Zagreb-department for culture, Ministry of Culture of the Republic of Croatia), submission fees, trade fair revenue, tickets for exhibitions, lectures and other ZGRAF activities.

4.2. Participation fees

Participation fees are defined by the Organiser or the Executive Committee. The fee depends on the current financial situation and capacities of organisers, but shall never be such as to discriminate particular exhibitors or group of exhibitors. The fee must be clearly stated in the *Call for submissions*.

4.3. Exemption from participation and entry fees

The Organiser, the members of the Executive Committee, the members of the International Jury, the members of the Selection Committee and the exhibitors invited by the Organisation or Executive Committees are all exempt from participation and entry fees.

4.4. ZGRAF entry fees

The Organiser and the Executive Committee reserve the right to ticket all accompanying activities (accompanying exhibitions, conferences, lectures, round tables). The goal of this provision is to enable the participation of interested parties and individuals who are not exhibitors at ZGRAF.

4.5. Reimbursement of fees

All submission fees for the exhibition and accompanying activities shall not be reimbursed. By submitting their work potential exhibitors accept all duties regarding submission fees regardless of whether their work is selected by the Selection Committee or not.

4.6. Financial management and reports

The Organiser and the Executive Committee, with approval of the Board of Directors of ULUPUH, manage all funds and the overall budget exclusively for the benefit of ZGRAF. Organisation and Executive Committee shall regularly send financial reports to the Board of Directors in accordance with the Board of Directors, which reserves the right to ask for additional explanations. At the end of the manifestation the Executive Committee and the Executive Director are obliged to send a final report with indicated revenue sources and all expenses. In case of dispute the Board of Directors makes the final decision. All funds and budgets for ZGRAF are on a separate account of the ULUPUH accounting. All transactions for and by ZGRAF are public information, available on demand and on approval of the Board of Directors of ULUPUH.

4.7. Disbursement

The Organiser and the Executive Committee reserve the right to order particular services, material goods and other services from third parties that are

necessary for the successful realisation of ZGRAF. All transactions and expenses (author fees, receipts for goods and services) must be indicated in the final report to the Board of Directors of ULUPUH.

4.8. Secondary Funds

Management of funds that have not been used shall be defined in contracts with sponsors, donators and shall depend on provisions in those contracts. In case there are undistributed funds left upon the completion of the manifestation, the Executive Committee shall draw up a proposal for redirection of these funds for the next triennial exhibition of ZGRAF and shall present this proposal to the Board of Directors of ULUPUH. The Board of Directors of ULUPUH shall make the final decision.

5 SUBMISSION OF WORK

5.1. Criteria for submissions

- All works must be published.
- The date of production or publication of the submitted work must be after the date of the previous triennial exhibition.
- By submitting work the author guarantees s/he holds all copyright and moral rights to submit and exhibit the work.
- By submitting work the author accepts his/her work to be published in the catalogue and web pages of ZGRAF without additional financial compensation.

5.2. Identification of submissions

The names and address of participants must be shown on all submissions. This enables equal treatment of all submitted works some of which may be known to members of the jury.

5.3. Number of submissions

All authors or groups of authors may submit at most five works. Groups of authors are design teams, design studios or agencies. Authors working in a group may submit five works separately in case they were produced independently from the group and are not signed as group work. This provision must clearly be stated on the *Call for submissions*.

5.3.1. Greater number of submissions

If the author submits more than five works the person accepting the work must inform the author and ask him to reduce the number of submitted works to five. In case the author does not comply the moderator reserves the right to randomly reduce the excess number of works.

5.3.2. Submissions sent by mail or e-mail

If the author submits work via post or e-mail and the number of submitted works exceeds five, the moderator shall ask the author to inform on the chosen works within a week. In case the author does not comply the moderator reserves the right to randomly disqualify works that exceed the defined number.

5.4. Time frame

There must be a minimum of one month and no more than six months between the *Call for Submissions* and the closing date for submissions.

5.5. Call for submissions

The criteria for submission shall clearly be defined and explained in the *Call for Submissions*, as well as the objectives and the topic / theme of the exhibition. Full information shall be provided on all aspects of the exhibition.

5.6. Publication of results

All entrants should be advised of the names of works to be included in the exhibition within two months of the closing date of the *Call for Submissions*.

5.7. Protection and Return

The Organiser is responsible for the safety of all submissions received. The Organiser must include in the regulations a statement regarding whether submissions will be returned, and the terms and conditions regarding who pays for the return and when it will happen.

5.8. Invited submissions

- Invited works are not selected by the Selection Committee, they directly enter the exhibition.
- Invited authors are nominated by the Advisory Board, Executive Committee, Guest Theoretician and regional selectors.
- Authors are invited according to their work's relevance to the chosen subject or theme
- The Executive Committee and Guest Theoretician reserve the right to refuse to exhibit any invited work that is not relevant to the theme, or any work that was submitted by the invited author and was not specifically requested.

6 INDEPENDENT MODERATOR

6.1. Appointment and announcement of the Moderator

An independent Moderator must be appointed by the Organiser to act amongst the Organiser, the Selection Committee and the entrants. The name of the Moderator must be announced at the same time as the *Call for Submissions*.

6.2. Duties of the Moderator

- Receiving all submissions.
- Receiving written questions within the time limit stated in the rules.
- Passing the written questions received, without disclosing any names to the Selection Committee or to a Selection Committee member appointed by the Selection Committee chairperson for answering questions.
- Sending all the questions and the Selection Committee's corresponding answers to all entrants, by a date mentioned in the rules.
- Opening the submissions after the deadline of the competition.
- Keeping a register of all submissions.
- Passing the submissions to the Selection Committee.
- Ensuring all submissions are returned (unless other arrangements have been agreed upon).
- The Moderator may not act as a secretary to the Selection Committee, nor should the Moderator or the Organiser take part in the Selection Committee's work in any way.

7 SELECTION COMMITTEE

7.1. Selection Committee composition

- The Selection Committee must include at least three members.
- The majority of the Selection Committee members must be professional designers, who are members of an organisation that is a member of ICOGRADA.
- Selection Committee members who are not practising designers must have expertise relevant to the ZGRAF theme.
- For an exhibition to be called "international", the Selection Committee must

- include members from at least two of these seven regions of the world: North America, Latin America, Europe, Africa, Western Asia, Asia, Oceania.
- For an exhibition to be called “regional”, the Selection Committee must include members from at least three countries of that region.
- It is recommended that gender should be a consideration when constructing the Selection Committee.
- No Selection Committee member, Organiser nor any member of their immediate family, firm or design teams (designers who collaborate on a regular basis) may submit their works for the exhibition.
- The names of the Selection Committee members must be published in the *Call for Submissions*.

7.2. Duties of the Selection Committee

- The Selection Committee members shall attend all official meetings, which can take place face-to-face, via telecommunication or in an online environment.
- If the Organisers of the exhibition have not nominated a chairperson, the Selection Committee will elect a chairperson from amongst themselves.
- If the Organisers of the exhibition have not stipulated a decision-making process, the Selection Committee will choose what to do.
- The Selection Committee will examine all the designs submitted by the entrants, determine whether they meet the rules and the brief included in the *Call for Submissions*, and exclude those that do not.
- The chairperson shall prepare a written report on the voting results.
- All members of the Selection Committee have the right to read the report and express their disapproval before it is finalised.
- No member of the Selection Committee shall pressure other members on how to vote. In case such conduct be detected the Moderator is obliged to give a warning to the member of the Selection Committee, if the warning is ignored the moderator has the right to disqualify that member from the selection process.
- Where a member of the Selection Committee has a current relationship to a submission (as a member of the design firm, design team or as client commissioning the work), they must declare this relationship and not judge the work submitted. Failure to conform to this regulation is grounds for disqualification from the Selection Committee and for disqualification of an entry.

8 INTERNATIONAL JURY

8.1. International Jury composition

- The International jury must include at least five members.
- The majority of the jurors must be professional designers, who are members of an organisation that is a member of ico- D.
- Jurors who are not practising designers must have expertise relevant to the ZGRAF theme.
- No more than 45% of the jurors can serve on two consecutive juries.
- No juror, or any member of their immediate family, firm nor design teams (designers who collaborate on a regular basis) may submit their works for the exhibition. This must clearly be indicated in the *Call for submissions*, as the Organiser reserves the right to disqualify all submitted works that do not comply to this provision.
- The names of the members of the International jury must be published in the *Call for submissions*.
- It is recommended that gender should be a consideration when constructing the International jury.
- For a jury to be called “international”, the jury must include members from at least two of these seven regions of the world: North America, Latin America, Europe, Africa, Western Asia, Asia, and Oceania.

8.2. Duties of the Organisers towards the members of the international jury

8.2.1. Informing International Jurors on the number and type of awards

The form and number of awards and prizes must be clearly defined in the *Call for Submissions*. If cash prizes are included, their monetary value must be stated. It must also be stated whether the jury, at its discretion, may withhold the awards or prizes or divide the total prize money in other proportions.

8.2.2. Jury report

The Organiser will provide a report to the Secretariat once the judging process has been completed, including the names of the jurors, the number of submissions, the names of the winners and comments by the jurors on the quality of the work submitted.

8.2.3. Reimbursement of jurors

Where the Organiser requests the jury meet face-to-face or participate in the promotion of the event, the Organiser shall pay jurors' travel, provide accommodation, and cover meals and local transportation for each day the jury meets. The Organiser may, at their discretion, offer each member of the jury an honorarium for their participation over and above reimbursement of travel and accommodation costs. This honorarium must be clearly defined in the invitation to participate in the international jury.

8.2.4. Language

Where the Organiser has invited a juror (or jurors) that is not familiar with the language of the jury's work, a translator should be provided so that each juror may participate equally.

8.3. Duties of the members of the international jury

- Each juror will attend all official meetings, which may be face-to-face, via telecommunication or in an online environment.
- If the Organiser has not nominated a Chairperson, the jury will elect a Chairperson from amongst themselves.
- If the Organiser has not stipulated a decision-making process, the jury will choose a process.
- The jury will examine all submissions, determine whether each meets the rules and will exclude work that does not meet the rules.
- The jury Chairperson will prepare a written report of the voting results.
- All members of the jury have the right to read the report and express their disapproval before it is finalised.
- No member of the jury shall pressure other members on how to vote. In case such conduct be detected the moderator is obliged to give a warning to the member of the jury, if the warning is ignored the moderator has the right to disqualify that member from the jury process.
- Where a juror has a current relationship to a submission (as a member of the design firm, design team or as client commissioning the work), they must declare this relationship and not judge the work submitted. Failure to conform to this regulation is grounds for disqualification from a jury panel and for disqualification of an entry and, if applicable.

8.4. Announcement of the members of the International Jury

Names of the members of the International Jury must be published in the *Call for submissions*. The members of the International Jury must be invited no less than two months before the *Call for submissions*, to provide enough time for all arrangements

8.5. Changes to the International Jury composition

If there are changes in the composition of the International Jury, an announcement should be made on ZGRAF's web pages and the change should be noted in the official report of the International Jury.

9 ZGRAF AWARDS

9.1. The form and value of prizes

ZGRAF Awards may be in the form of medals, trophies, certificates, and / or cash prizes.

Cash prizes, if offered, may be of lesser value than prescribed for prizes for competitions for contract work. The value of cash prizes may be determined in accordance with the professional rates for graphic design and visual communication services, or in consultation with a professional organisation that may give an opinion on the standard value of cash prizes.

9.2. ZGRAF Awards

ZGRAF Awards are given in an international competition. Apart from the established ZGRAF Awards awarded by the International Jury, special awards may be awarded by special juries.

ZGRAF Awards awarded by the International Jury are as follows:

- 1 ZGRAF GRAND PRIX
- 2 ZGRAF First Prize
- 3 ZGRAF Second Prize
- 4 ZGRAF Welcome (for young designers under 26 years)
- 5 ZGRAF Excellence
- 6 Honourable mentions (max 10)

9.3. ZGRAF Excellence Award

Special award for a group of exhibitors out of competition awarded by a jury composed of members of the Selection Committee.

9.4. ico- D Excellence Award

Ico-D Excellence Award is awarded to a particular work or a series of works and may be awarded to individual authors or a group of authors for outstanding accomplishments. ZGRAF has the right to award this particular award as the manifestation is under the auspices of ico- D. The International Jury awards the award.

9.5. ZGRAF AICA Award

Jury members of the Croatian section of AICA award a special AICA Award.

9.6. Announcement of awards

The Organiser and the Executive Committee are obliged to announce the results of the International Jury within one month of the completion of the judging process. Awards shall be announced at the opening exhibition as well as on the official web pages of ZGRAF and in the media.

9.7. Cash prizes

Awards and any cash prizes must be paid within one month of the announcement of the awards, that is the opening exhibition of ZGRAF.

9.8. Withholding awards

The Jury, at its discretion, may withhold the awards or prizes, where it is their opinion that the submissions do not meet the standard for recognition.

9.9. Dividing awards

The Jury, at its discretion, may divide an award or prize in the proportions that reflects the standard of work submitted.