



## RTDNA Canada 2024 Awards Submission Rules and Entry Guidelines

The RTDNA Canada 2024 Awards are presented for the best in audio, digital and video journalism first published in 2023.

You are invited to enter the RTDNA Canada 2024 Regional and National Awards of Excellence in the following categories:

### REGIONAL

Audio-Visual Storytelling  
Best Podcast  
Breaking News  
Continuing Coverage - Multiplatform  
Enterprise Journalism - Multiplatform  
Excellence in Data Storytelling  
Excellence in Editing  
Excellence in Innovation - Multiplatform  
Excellence in Social  
Excellence in Sports Reporting  
Excellence in Video  
Feature News  
Investigative Excellence - Multiplatform  
News - Live Special Events  
Opinion  
Overall Excellence in Digital  
Radio Newscast  
TV Newscast  
VJ Video

### NATIONAL

Best Podcast  
Breaking News  
Continuing Coverage - Multiplatform  
Enterprise Journalism - Multiplatform  
Excellence in Data Storytelling  
Excellence in Innovation - Multiplatform  
**Excellence in Newsletters \*NEW**  
Excellence in Social  
Excellence in Sports Reporting  
Excellence in Video  
Feature News  
Investigative Excellence - Multiplatform  
News Information Program  
News - Live Special Events  
Opinion  
Overall Excellence in Digital  
TV Newscast  
VJ Video

### **Dates and Deadlines**

Award submissions **OPEN**. Friday, January 19, 2024 at 8:00 am (EST)

**There is NO early bird pricing.**

**CLOSED** - Final deadline to submit is Sunday March 3, 2024 at 11:59 pm (EST).

### **Finalists and Winners announcements**

DATE TBC 2024	Regional Awards finalists announced
DATE TBC 2024	Regional Award winners announced - West, Prairies, Central, East
DATE TBC 2024	National finalists announced
DATE TBC 2024	Best Canadian Local News Awards finalists announced

DATE TBC 2024	National and Best Canadian Local News Awards winners announced
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## Entry Rules

Please read these rules carefully.

### Changes have been made since you last submitted!

We strongly recommend you make a copy of each of your entries when you submit in case you would like to review them after the awards website (submissions) is closed.

1. **ELIGIBILITY:** Entries may be submitted by stations, networks, syndication services, websites, and online news organizations.

Only individual members of RTDNA Canada can submit entries. Your news organization may be a corporate member of RTDNA Canada but to submit an entry, your news director or a member of your team/department must register as an individual member here: [Create your submission account on RTDNA Canada's Awards Entry site here: LINK PENDING.](#)

**Important:** you cannot log-in using previous log-in/awards account information as the awards site is cleared of information each year before the NEW awards cycle opens.

After you create your individual submissions account, journalists working under you can submit awards using that account. Please note, the news director, or whoever has the account, will receive all email notifications, and must manage all awards entries. In addition, anyone with the login information will see all awards submitted under that account.

2. **ELIGIBILITY PERIOD:** Entries must have been broadcast for the first time between January 1st and December 31st, 2023.

3. **CODE OF ETHICS:** The RTDNA Canada [Code of Ethics](#) serves as the basis for judging standards. Please be sure your entry follows this code of ethics.

Whenever the term "broadcast" is used here, it refers to audio, digital publishing (via the web, mobile, app), and video platforms.

4. **COPYRIGHT:** By entering, you acknowledge that you hold copyright to the material or that you have received permission from the copyright holder to enter the material.

5. **DEADLINES:** Final deadline to submit is Sunday March 3 at 11:59 pm (EST). Your submissions must be completed and paid for by this date to be judged and scored.

6. **ENTRY FEES:** RTDNA Canada will not be held responsible for incomplete entries or entries which are submitted improperly.

Payment must be received by no later than the final deadline of Sunday March 3 at 11:59 pm (EST).

\* **ENTRY FEES ARE NON-REFUNDABLE.**

### **REGIONAL FEES**

- Audio - \$95.00
- Digital - \$120.00

- Video - \$120.00
- Multiplatform - \$135.00

### **NATIONAL FEES**

- All entries \$ 190.00

7. **LANGUAGE:** Entries in both English and French are accepted. This year, to make it easier to submit in French, we are opening National categories to French-language submissions without a need for translation.

8. **REGIONAL/NATIONAL Awards categories:** Entries must be submitted as either "Regional" OR "National."

An entry that was produced in more than one province and/or with a national audience in mind may only be entered in the National categories.

Whereas a Regional entry may be entered in Regional or National.

We encourage any Regional news organization to enter National categories if they would like to do so. The same entry cannot be submitted both nationally and regionally.

RTDNA Canada has four (4) regions:

- |    |                 |                    |
|----|-----------------|--------------------|
| 1. | <b>West</b>     | BC, YT             |
| 2. | <b>Prairies</b> | AB, SK, MB, NT     |
| 3. | <b>Central</b>  | ON, QC             |
| 4. | <b>East</b>     | PE, NB, NS, NL, NU |

9. **MARKET SIZE and award categories:** Several Regional Awards have separate competitions for Small/Medium Markets and Large Markets.

These are the seven (7) **Large Markets** RTDNA Canada has identified:

1. Vancouver
2. Calgary
3. Edmonton
4. Winnipeg
5. Toronto
6. Ottawa
7. Montreal

**\*ALL OTHER MARKETS are considered Small/Medium Markets.**

10. **CONTENT OVERLAP AND MAXIMUMS: Important:**

Do not submit the same story and/or identical content in more than one (1) category.

\*For exceptions and permissible overlap see below.

a. **Radio Newscast and TV Newscast:** only one (1) entry is allowed in each Radio Newscast and TV Newscast category.

b. **Continuing Coverage, Enterprise, and Investigative:** Do not enter the same topic in Continuing Coverage, Enterprise, and Investigative.

c. **Breaking News - Continuing Coverage:** an entry submitted as Breaking News may be included as part of a Continuing Coverage entry.

d. **TV Newscast:** a story that appeared as part of a TV Newscast entry may be entered in more than one (1) category, but the overlap in the second category must not exceed ten (10) minutes.

e. Each organization is limited to two (2) entries per category per platform - six (6) entries:

- The digital submission may have links to the video (which is being entered separately), but there should be enough unique content on the web so that it is not simply a rehash. Digital content could include Tweets, ScribbleLive, live polling, mapping, original audio, and video that was broadcast.
- A news organization that has several stations in a region may submit two (2) entries per station, each, if content being entered was not a joint Regional or National effort.

f. You may include the same web link in multiple submissions if the rest of the submission is not identical.

11. **MAXIMUM DURATION allowed of media entered and EDITING rules:**

a. All commercial breaks must be removed from every submission - audio, digital and video entries.

b. You may leave in existing show opens however you may not create custom opens to be edited onto the entry. The intent is that submitters should not create something brand new to enhance the entry. The story must be entered as it appeared on air.

c. The story must be entered as it appeared on air. However, a late "IN" and an early "OUT" are permitted. No fine editing is allowed, e.g., removing thirty (30) seconds from the body of the piece.

d. **TV Newscast - Radio Newscast - News Information Program, Video - Audio News Information Program, Audio and Live Special Events:** you may submit three (3) separate clips from the same program with the same airdate.

- "15 minutes" and "30 minutes" refers to the total, maximum, duration of your submission

- Each clip may be edited only as described above 11 (a, b, and c)

e. Your entry must be submitted in one (1) single clip per medium.

- There should be five (5) seconds of silence for an audio entry or five (5) seconds of black for a video entry between two segments. Alternatively, there can be an audio or video "slate" dividing the two segments.

f. Host/anchor 'intros' and 'extros' may be deleted from the submission. Optional: A transcript of 'intro' and 'extro' may be uploaded as Microsoft Word doc or PDF.

g. If the host/anchor intro and extro is included in the clip, it must be counted in that clip's duration.

h. A host-reporter 'talkback' may be included in the entry if the 'talkback' is not edited, and the combined clip and 'talkback' do not exceed the category's maximum length.

i. **Live Special Events:** Newsbreaks, weather, traffic, sports may be removed in this category to allow back-to-back interviews to fit time constraints.

j. You may submit a report that aired in two (2) parts (e.g., in Sports category) if maximum category duration limits are observed.

12. **WEB LINKS:**

a. All website links you submit must be live until December 31, 2024. If the link is not active at time of judging, the entry will be disqualified immediately, and entry fees will not be refunded.

b. Sites to be judged must not require registration or be password protected.

c. All commercial breaks must be removed from all entries - audio, digital and video entries.

13. **TIME LIMITS/MAXIMUM DURATION:** Respect each category's maximum duration/time limits when you submit your media. Judges are instructed to review submissions only up to the allotted time

for each category.

14. **PROMOS:** A promo is required for each entry but is **NOT judged** as part of your entry. Promos belonging to winning National and Best Canadian Local News entries might be shown at the RTDNA Canada National Awards Gala.
  - a. Your promo can be an excerpt from your piece, or you can create the promo from scratch. You are welcome to enhance your promo with added graphics and stings.
  - b. Audio and video promos should run thirty-five (35) seconds maximum.
  - c. For digital entries, you can produce a thirty (30) second promo or you can submit a URL (required format) with the option of including a maximum of three (3) high quality screenshots (required format) jpegs or pdfs.
15. **ENTRY FEE:** Each entry must be accompanied by an online entry form and the appropriate entry fee. Entries will not be judged unless the fee has been received by RTDNA Canada. **ENTRY FEES ARE NON-REFUNDABLE.**
16. **DISQUALIFICATION:** An entry that does not adhere to all competition rules may be disqualified. **ENTRY FEES ARE NON-REFUNDABLE.**
17. **ENTRIES - PROPERTY:** All entries become the property of RTDNA Canada which reserves the right to use this material as the Board of Directors deems appropriate.
18. **JUDGING: The judges' decisions are final.** At the discretion of the judges, awards may not be granted in some categories.

If few entries are received for a particular award, RTDNA Canada reserves the right to combine awards.

**We strongly recommend you make a copy of each of your entries prior to submission.**

### **Award Categories**

Please click these links to view [Regional Awards Criteria and Descriptions](#) and [National Awards Criteria and Descriptions](#) summaries.

**Best Canadian Local News Awards:** Winners of Regional Awards are automatically entered to compete for a Best Canadian Local News Award. No additional entry applications or fees are required.

Best Canadian Local News Award winners will be announced along with the National winners at the RTDNA Canada National Awards Gala.

### **How to Prepare Your Entry**

All entries must be submitted online. All accompanying media must be uploaded using the awards website.

Submitting your Awards Entry online is a straightforward process. We strongly recommend you follow the procedures outlined below.

1. Only members of RTDNA Canada can create an account to make award submissions.
2. Make a separate submission for each story you enter.
3. **Important:** you cannot submit the same story in more than one (1) category (see [Entry Rules](#) #11 above for overlap exceptions).

4. If you are not a current active member of RTDNA Canada, please click [here](#) to become one.
  5. You will need your RTDNA Canada Membership Number to make entries. Your account number can be found when you log into your Membership Account. The 8-digit "User ID" is your Membership Number.
  6. Create an Awards Account by registering your information on the awards website. Include your contact information.  
**Important:** you cannot log-in using previous log-in/awards account information as the awards site is cleared of information each year before the NEW awards cycle opens.
  7. After registering, you can now sign-in to your Awards Account.
  8. To make your first submission click on the "Begin new submission" button.
  9. If you have been working on submissions that are not yet complete, you will now see those drafts listed and you can continue working on them.
  10. First, select the appropriate Awards Category by confirming whether your submissions are *Regional* or *National*. (**Entry Rules:** #8 and #9 above)
  11. Choose the platform you are submitting to, audio, digital, multiplatform, or video.
  12. Enter the correct title of the piece. These titles will appear on winner plaques.
- \*IMPORTANT:** Include accurate information as \*this will appear on the award plaque should you win - organization name, and correct title of the entry etc.
13. You have until the FINAL DEADLINE to make any edits to your submission.

## Fees and Payment

Payment must be received by no later than the final deadline of Sunday March 3 @ 11:59 pm (EST).

**\* ENTRY FEES ARE NON-REFUNDABLE.**

### **REGIONAL FEES**

- Audio - \$95.00
- Digital - \$120.00
- Video - \$120.00
- Multiplatform - \$135.00

### **NATIONAL FEES**

- All entries \$190.00

**PAYMENT: You may pay by credit card, e-transfer or cheque.**

Cheque: a pdf invoice will be available for download. Print it and mail it along with your cheque to the address indicated on the invoice.

If paying by cheque, cheques must be received before the final deadline (TBC) or submission will be ineligible.

- After you have chosen cheque or submitted your credit card information, you will receive a confirmation email.
- You should now find yourself on the *Edit Submission Page*. Before you continue, we recommend that you review the Technical Guidelines (below) to prepare your audio, digital and/or video files for upload.

### Technical Guidelines - For Submissions

For uploading and playing back audio/video files, please ensure you are using the latest version of your web browser: Chrome, Safari or Firefox.

- All media file uploads must be no greater than 4GB in size.
- **Audio** uploads - required format: mp3.
- **Digital** uploads - required format: URL. Optional: pdf, jpg.
- **Video** uploads - required formats: .avi, .wmv, .mov, .mp4, .mpeg-1, .mpeg-2, .mpg, mpeg4
- Audio, digital, and video submissions via URL (e.g., on YouTube, Vimeo, ctvnews.ca, globalnews.ca, cbcnews.ca, etc.) are acceptable if the following conditions are observed:
  - All websites must be live until December 31, 2024. If the link is not active at time of judging, the entry will be disqualified immediately, and entry fees will not be refunded.
  - Sites to be judged must not require registration or be password protected.
  - If entry is contained within a larger newscast, you MUST indicate 'in' and 'out' times for entry.
- Document uploads are accepted in pdf and Microsoft Word format only.

If you are having issues uploading large video files, please try using Google Chrome to perform your upload, or upload your video to YouTube (with a privacy setting of "unlisted") and add the YouTube URL as an attachment to your submission.

**An entry that does not adhere to the technical guidelines may be disqualified.**

**\* ENTRY FEES ARE NON-REFUNDABLE.**

### Upload Your Media File to Complete Your Award Entry

You should now be on the *Edit Submission Page*.

In the first section of the page, *Submission Attachments*, choose whether you would like to provide a URL so the entry can be screened online or upload your media file to the RTDNA Canada Awards site.

Uploading your file may take a while but you do not need to remain on the webpage while this is happening.

On subsequent visits to this web page, you will be able to review/listen to the file that you have uploaded, and if desired, you may upload a revised file.

**Optional:** If you have a Word or PDF document that you would like to be considered as part of your entry (e.g., another award citation, a letter of support or a clipping), you can also upload them here.

Should you have any technical questions during this process, please email [awards@rtdnacanada.com](mailto:awards@rtdnacanada.com) or

use the **Help Button**, located in the top right corner of that web page. It will create an email to our technical staff who will be pleased to assist you.

In the second section of the page, *Submission Details*, complete the remaining questions about your entry (air date, duration, etc.) as well as a description of your entry (objectives, results, and any noteworthy elements).

### Prepare Promo Materials for The Award Ceremonies - Technical Guidelines

**IMPORTANT:** Promos are required but are NOT judged as part of your entry.

You are required to upload a thirty (30) second promotional spot for each audio, digital and video entry.

- For digital entries you can produce a thirty (30) second promo or you must submit a URL (required format). Optional: you can include a maximum of three (3) high quality screenshots as jpegs or pdfs (required format).
- For multiplatform entries submit one promo in audio, digital or video format (choose one format of the two or more platforms you have submitted). The clip must comply with the platforms you have submitted and is in the required formats listed below.
- You must identify the attachment as the **promotional spot**. This spot may be used during the award ceremonies.
- If you would like RTDNA Canada to tweet your awards if you should win, please Include a *Twitter* handle for your news organization.
- Images (including screen grabs) should be high quality since they will be projected to fill a large screen.
  
- **Audio** uploads-required format: mp3
- **Digital** uploads-required format: URL. Optional: pdf, jpg.
- **Video** uploads-required formats: .avi, .wmv, .mov, .mp4, .mpeg-1, .mpeg-2, .mpg, mpeg4

### Submit Your Entry

When you have entered everything, press "SUBMIT" at the bottom of the page to complete the entry process.

Note: If you accidentally submit your entry before you are finished, you can continue to make changes up to the final deadline (TBC).

Go to your account page, click on "My Submissions" at top right. Find the award you would like to edit and under "Actions" click on "Edit" to make changes.

You now have all the information you need to make your submissions.

Click on the button below to go to the Awards Submission website to begin.

[Go To Awards Submission Site](#)

If you have any questions, please email [awards@rtdnacanada.com](mailto:awards@rtdnacanada.com)

Good Luck!