



**IMPORTANT INFORMATION ON  
SUBMITTING ENTRIES  
PLEASE READ ALL INFORMATION BELOW!**

**DEADLINE FOR NOMINATION FORMS & MATERIAL IS  
MAY 3, 2010 (Post/Upload Date)**

Beginning this year, only Online Submission & Voting Ballots will be accepted. Only the Nomination Forms are to be sent via mail AND uploaded as explained below. Voting will be done all ONLINE. All Forms are available ONLINE.

*For an online submission, we request that you create a folder on your computer to store all of the following:*

1. A file (preferably in Word or as a .pdf file) that contains all the pertinent information from the submission forms (eg. all the front page information as well as the information for each category that you would like to submit). If the nomination is coming from several UCMVA members, you do not need to send a separate file for each member, particularly if the nominations are identical. Just include all the members' names in this file.
2. Create a jpg of the cover artwork. A decent scanned version is acceptable. If you are submitting for any of the categories regarding the design or artwork, include all the pages. If you are submitting an album, include a scan that has the song list on it so we know what order the songs appear on the album. For the cover artwork, we need a compressed cover as well that is 100 pixels by 100 pixels. Use <http://www.webresizer.com/> to easily resize your picture. Put this compressed picture into your folder.
3. Create a jpg of a press kit photo of the band as you would want to be pictured. We need a compressed version that is 100 pixels in width. Use <http://www.webresizer.com/> to resize. Put this file into your folder.
4. Create a NO GREATER THAN 1:30 (90 second) mp3 of all the songs that you are submitting. If you are submitting an album, we need to have all the songs on the album. There are several free programs that allow you to do this. We suggest using [www.Goldwave.com](http://www.Goldwave.com) and download their audio editor. It is free to use. As you download it, it may ask you to rename files. Just follow their recommendations. When the program is running, put your CD in and click on "Tool". Use "CD Reader" to convert the songs. Click "Save" and you will have the option to save as.mp3. Now, it may say "Encoder Not Found". If so, click "Download" when the program asks. After the mp3s are saved, use "Open" and load the track. Click on each track separately and select a 30 second sample (the time appears in the bottom just below where there is a dark blue bar). Click "Trim" and you are done. Save this file into the above folder with an appropriate name. Repeat for each song you are submitting.
5. If you are submitting a video, use the .mpg file format when creating (rendering) your video file. Make sure your video is no greater than 1:30 minutes. Edit it down into some highlights if it is a full length video. Please try to keep the file size of the video to less than 100 meg. Put all these media files in the aforementioned folder.

6. We need you to send us the folder now as it should contain all the information for submission. Go to [www.yousendit.com](http://www.yousendit.com) and create an account. This is free. Log into your account. Click on “Applications” and download the “YouSendIt Express”. Install this handy program. You may need to reboot your computer but now you have a free and handy way to send large files.
7. Simply run “YouSendIt Express”, type in my email address “[dwang@uwaterloo.ca](mailto:dwang@uwaterloo.ca)”, use the “Add Folder” option and send us your submission!

You can contact me at the above email should you run into any problems. Your local computer expert (i.e. any teenager who uses an mp3 player) should also be able to help. Good Luck!  
Dave Wang

**THE UCMVA WILL NOT BE EDITING MUSIC THIS YEAR – NO EXCEPTIONS!!**

Each clip can be NO LONGER THAN 1:30 minutes. Be sure to send a clip of each submission you would like to be placed on the web for review and list what category it is to be placed in.

Any clip (video and/or song) that is longer than 1:30 **will not be posted** and the UCMVA will not clip the material.

***BE SPECIFIC....List the exact clip you want for each category.***