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General

What is BEAM.TV?

BEAM.TV is the world leading digital advertising distribution network. BEAM.TV transforms the way advertisers create, distribute and use content in a digital environment. It is effectively an online library that serves the global advertising industry. BEAM.TV helped pioneer the digital asset management industry and has since become the world's leading choice for online distribution, archiving and delivery. A sister company of Oscar winning visual effects company The Mill, BEAM.TV was established in 2000 and helps agencies, global networks, production companies and advertisers save time and money by eliminating the need for videotapes and shipping. BEAM.TV currently has 14 international offices and over 150 partners worldwide

Why should I use BEAM.TV to make Awards submissions?

BEAM.TV offers a digital and online solution for Awards submission. With BEAM.TV you can create, manage and deliver submission to competitions all in one go without dubbing, printing and courier costs. Even if digitally is not the way you will deliver your creative material to a competition, BEAM.TV is a way to complete your submission information.

How do I get an account? Is it free?

Creating a BEAM.TV account is completely free – if you have ever submitted to Awards or received a file online then there's a chance you have a BEAM.TV account already. Otherwise just visit www.beam.tv and choose "Free Sign Up". Don't worry, BEAM.TV will not start charging you without making it very clear.

How much does it cost?

BEAM.TV typically charges on a per-file basis and is always cheaper than courier fees. Fees depending on where you are and what you're uploading. For more information visit the Payment section of the FAQ.

Making Submission

Accessing the System

I want to use BEAM.TV to submit, where should I start?

The best place to start when submitting to any competition is their website. This will provide you with all the information about what and how to submit and will link directly to the submission pages within BEAM.TV. It is also possible to submit to any live competition directly from your Awards tab inside BEAM.TV. Log into www.beam.tv and select the purple "Awards" tab. From here you can submit to any open competition, browse your history of submissions and manage your current entries.

Do I need to create an account?

To submit to any competition you will need a BEAM.TV account. This account can be used to submit to any competition, you don't need to create a new one for each. To create a new login visit www.beam.tv or simply enter your email when submitting. If you don't already have an account with BEAM.TV you will be sent details including a password. If you don't remember your password choose "Forgotten your password"

Visit www.beam.tv and choose "Free sign up" to create a new account

I created a new account, but have not received a password?

BEAM.TV authenticates new accounts by email to confirm the correct email address has been supplied. Ensure that you have inputted your email address correctly.

Check your spam filter for the emails. This is a common cause of blocked messages. It may be necessary to have BEAM.TV [@beam.tv] added to your spam filter's safe senders list.

Also, if you have an account with BEAM.TV already (perhaps you submitted to awards in the past) you will not automatically be emailed a new password. Choose "forgotten your password" to receive a new password.

Creating Entries

Which Category should I enter?

If you are having trouble deciding, or think there's a category missing, check the competition website or call for entries. If your query is not answered, contact the competition directly before submitting, BEAM.TV is not able to offer definitive answers to such questions. It is possible to change submission details for pending entries although ensure all your submission data is correct before finalising.

Can I get an extension?

BEAM.TV is unable to grant deadline extensions on behalf of Awards Competitions. Please contact the competition directly to discuss the deadline or if you are having trouble submitting on time.

Do I need to finalise?

It is essential that you finalise your entries before the deadline date. Entries which are not completed are not submitted to the competition. Finalised entries will be locked for editing and available for review in 'Submissions' under the Awards Tab in your Beam.TV account.

I've finalised my entries but need to change something, Can I access them again?

It is not possible to edit finalised entries. please contact the competition if you have any queries.

I didn't get an email confirmation of my entries

Check your spam filter for the emails. This is a common cause of blocked messages. It may be necessary to have BEAM.TV [@beam.tv] added to your spam filter's safe senders list.

Also check that the email address you're using to submit is the same account you are submitting with. It may be that the confirmations are going to a different inbox.

What do I need to do once I'm finalised

Once finalised you need do nothing except to arrange entry payment (if necessary). Your entries will be processed and checked by the competition and you'll be contacted if there are any queries. Otherwise just wait and see if you're entries succeed in the competition. Good Luck!

My files were rejected, what do I need to do?

If the competition or BEAM.TV has contacted you to ask for file replacements, first check with the relevant section of the FAQ for *Video & TV*, *Images & Print* or *Audio & Radio*. Ensure that the replacement files you make meet the encoding specification required, and then contact your local BEAM.TV office or awards@beam.tv in London to arrange to re-upload the replacement files.

Find a local BEAM.TV Office <http://www.beam.tv/login.php?tab=contacts>

File Formats and Uploading

Video & TV

What files should I upload?

Most Competitions require a high quality master MPEG2 file for judging and a low-resolution QuickTime file for reference and online preview.

Why do I need to upload both an mpeg2 and a QuickTime?

Competitions require both files for two different purposes. The high quality MPEG2 is often used for judging, screening and showcase reels. The low resolution QuickTime is used for preview by the competition administrators and online judging.

What size should the files be?

Ensure that the MPEG2 and QuickTime file are of the following sizes. The MPEG2 should be at source size (original size of the master video) and the size for both files will vary slightly depending on the format of the video (NTSC or PAL) and aspect ratio (4:3 or 16:9 FHA Widescreen). The following dimensions are pixel width x height.

	MPEG2	QuickTime
4:3 PAL	720 x 576	320 x 240
16:9 PAL	720 x 576	320 x 240
4:3 NTSC	720 x 480	320 x 240

When uploading, you will be asked if the file is 4:3 or 16:9 FHA. This defines how the file will be played on different size screens (e.g. widescreen). It is very important this is correct.

NB: A letterboxed video (e.g. with black bars at the top and bottom) is 4:3.

Encode the MPEG2 and QuickTime using the following data-rate settings. These will define the quality and subsequent size of the files. The values are expressed in per-second data rates as well as an approximate size to be expected from a 30 second commercial.

	MPEG2	QuickTime
Data Rate	8MB/s	60KB/s
Approx size	30MB	3MB

For more in-depth encoding specifications including audio compression and bit-rate structure http://www.beam.tv/beam_front2.0/beam_front2.0_pdfs/encoding_info.pdf

What does aspect ratio mean? Is this important?

Aspect ratio relates to the image size format of the video and defines how the video will be presented on different screen sizes. Most UK commercials output at 16:9 to accommodate newer widescreen TVs.

If you are not sure of the format, ask your edit facility, post house or video producers who will know the correct aspect ratio.

How do I create the files?

Most editing software is able to export or output to all standard file formats including MPEG2 and QuickTime. You can also use specific file transcoding software (e.g. Cleaner XL or Canopus Pro Coder) to convert an uncompressed video file to both file formats.

When creating an MPEG2 with encoding software ensure that the software is set to export a Muxed or Program-Stream file. This will create a single MPEG2 file with audio and video combined.

My mpeg is in two files – how do I upload it?

If you have two separate files for MPEG2 then it is split into audio and video tracks (Often called a DVD MPEG2). It is not possible to upload separate tracks, they should be combined (or muxed) into a single file. Most file encoding software is able to produce a muxed file and this is often called an MPEG2 Program Stream.

How should I name the files?

Name the files with the product and title of your submission. Use the following format: *product_title.extension*

Who can help me create the correct files?

Almost all post production / editing facility will be able to help with preparing the correct files.

If you need help, Beam.TV has a global network of partners who provide regional support for any technical or upload queries.

To find a local BEAM.TV Partner <http://www.beam.tv/login.php?tab=global>

My upload is taking a long time, how long should it take?

The upload time relies on the upload speed connection your computer has to the internet. If you have a slower or shared connection upload times may take longer, up to 5minutes per megabyte in some circumstances. The BEAM.TV global servers are capable of receiving hundreds of files simultaneously and will not cause your upload to slowdown.

Tips to increase upload times:

- Upload the files for one entry at a time
- Ensure you are not running any other download/uploads to the internet
- Wait until a less busy time for internet activity in your office (lunchtimes are often the busiest)

Can I use FTP to upload?

Yes you can. FTP is the ideal choice for uploading via a direct connection to BEAM.TV and especially if the files are larger than a 90 second spot (e.g. Integrated presentations). Once you have prepared your entries credit and category information and you are ready to attach files, you will be presented with the option to attach media by FTP.

Images & Print

What files should I upload?

Most Competitions require a high quality master image file for publishing and close scrutiny and a low-resolution web-friendly image file for reference and online judging. The high resolution file can be in JPEG, TIFF or PDF format (please check Competition Rules to confirm RGB or CMYK). The low resolution file should be RGB JPEG format only.

Why do I need to upload both high and low resolution files?

Competitions require both files for two different purposes. The high quality file is often used for final judging or printing in the winner's annual. The low resolution file is used for preview by the competition administrators and online judging.

What size should the files be?

Both files should match the following sizes. Dimensions are pixel width x height. Quality is in DPI (dots per inch).

	High Resolution	Low Resolution
Dimensions		1024x768
Quality	300dpi	50-150dpi
Size	MAX 20MB	MAX 500KB
Colourspace	CMYK or RGB (please check Competition Rules)	RGB
File-Type	JPEG, TIFF, PDF	JPEG

Both files should remain at the source ratio and within the maximum dimensions listed above. For examples of high and low resolution image files click [here](#).

How should I name the files?

Name the files with the product, title and quality of your submission. Use the following format:
product_title_high.extension

My upload is taking a long time, how long should it take?

The upload time relies on the upload speed connection your computer has to the internet. If you have a slower or shared connection upload times may take longer, up to 5minutes per megabyte in some circumstances. The BEAM.TV global servers are capable of receiving hundreds of files simultaneously and will not cause your upload to slowdown.

Tips to increase upload times:

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- Wait until a less busy time for internet activity in your office (lunchtimes are often the busiest)

Audio & Radio

What files should I upload?

Most Competitions require a single audio file in either WAV or MP3 format. Check with the competition if the audio file requires a specific type of audio file.

What size should the file be?

Ensure the audio file matches the following specification.

Radio Upload	
Quality	44.1khz
Bit Rate	16Bit
File-Type	WAV, MP3

How should I name the files?

Please name your files with the product and title of your submission. Use the following format:

product_title.extension

My upload is taking a long time, how long should it take?

The upload time relies on the upload speed connection your computer has to the internet. If you have a slower or shared connection upload times may take longer, up to 5minutes per megabyte in some circumstances. The BEAM.TV global servers are capable of receiving hundreds of files simultaneously and will not cause your upload to slowdown.

Tips to increase upload times:

- Upload the files for one entry at a time
- Ensure you are not running any other download/uploads to the internet
- Wait until a less busy time for internet activity in your office (lunchtimes are often the busiest)

Payment

How much does it cost to upload to Beam.TV?

Costs for uploads to BEAM.TV depend on the type of file you're uploading, how big it is and where you are in the world. Check also with the competition you are submitting to for specific upload rates or payment arrangements.

For more information about the BEAM.TV archive and other BEAM.TV services

<http://www.beam.tv/login.php?tab=services>

How do I pay for my uploads?

BEAM.TV operates a credit-card payment facility for all uploads directly to BEAM.TV for archiving or awards submissions. When uploading you will be notified of the charges incurred and have the option to confirm the upload and accept the charge or cancel. All uploads will be stored in your BEAM.TV shopping basket and before finalizing you will be asked to input Credit Card details to continue. It is not possible to finalize Awards submission until payment is received.

BEAM.TV also operates a corporate account facility for frequent users. If your company has an account with BEAM.TV you will be invoiced by post/email following upload.

Ensure that your uploads are correct before confirming any charges. BEAM.TV cannot offer refunds for incorrectly uploaded files.

For local payment enquiries please contact your local BEAM.TV office visit www.beam.tv

For BEAM.TV payment terms and conditions please refer to our 'Rates' section once logged in to the Beam system.