

**Dear Award Year Students,**

This academic year has not worked out as we had hoped. We had expected to be back on campus in some form by now. Unfortunately, that has not been possible due to the public health situation. We have adjusted and we are certain that the learning you have attained this year meets all national standards. Staff in the Faculty, the Registry and others have, in the background, been keeping a close eye on the teaching and learning. Everyone has worked as hard as they can to make the year work as well as it can. The end of year delivery dates for your project work have been extended.

For practice-based programmes, it has been an especially tough year. Staff and students have found innovative ways to teach, learn and make work. That said, not having a chance to be on campus has impacted on many students across the institute. These challenges are common to all 3<sup>rd</sup> level education institutions.

Most programme teams have developed plans to complete the year and these plans will have been communicated to you via your lecturers.

End of year assessment for many students is connected to the exhibition and despite my original hope that we could hold some form of an on-campus exhibition, given the continuing restrictions and the fact that there is no clarity yet as to when things might be eased, unfortunately we will not be having a physical exhibition this year. This is very disappointing but not surprising. The public health situation is such that most on campus activity is not possible.

The exhibition will be digital and online. We have been working on improving the platform and planning for this eventuality for a while now to ensure it works better for everyone. Last year the move to digital was done in a hurry and despite all that, it was very successful. That is not to say we cannot make it better. We have committed to investing in the platform to improve the interface and the back end, in particular.

All award year students for all programmes must make a submission to the online platform. Details are below of the requirements. It is a real opportunity to showcase you and your work.

Some students will want to make physical work and we want to give you that opportunity to do so if we can. Some students want to hang their work on a wall and document it properly – photo or video – for themselves or indeed, to exhibit online. We will try to help facilitate that.

Not all students are expected or obliged to come on campus to complete work if they do not need to.

For those programmes where exhibiting work in a physical form is common, we are providing you with the option to come on campus to make work and then exhibit it in a room laid out as it would for exhibition.

- You can book time in technical spaces to make work from April 12th.
- You will be scheduled for a slot to come into the room to hang or display work from May 4<sup>th</sup> - May 14<sup>th</sup>
- You can record and document it
- Then take it down again and bring it home.
- We will provide support for documentation where needed
- We will provide support for post-production on digital outputs

Everyone will be assessed based on their digital submission.

**All digital work for the online platform needs to be uploaded by June the 5th at 5pm (link to follow – please talk to you lecturers about local arrangements for approval of work).**

### **Digital Platform Schedule**

24 March: Outline brief of requirements to students (this document)

12 April: Detailed brief of requirements goes to students

30 April: All students upload 200-word bio + 1 bio pic and social handles

4 - 17 May: students photograph work on campus

25 May: online submissions open

5 June: online submissions close

### **Digital Platform and Digital Assets Specification**

#### **2021 Approach**

With the benefit of a longer lead time, we are going to customise to the specific needs and look and feel of On Show 2021. This improvement will give students more control of their work and ultimately result in a tangible improvement in the quality of work across the site.

#### **Student Profile Pages**

Building on last year's system we are bringing additional nuances to the different student profile pages on the site. Rather than a one size fits all approach we have 2 different unique profile types

**A.** Mix Media (video and imagery)

**B.** Text Focused

## **A. Mixed Media**

The Mixed Media profile will resemble most closely last year's template, with additional features:

- ability to add PDF files for supporting documentation.
- the order of video and images may be mixed together (last year's template was images followed by video)
- stricter guidelines around images and video. See guidelines below.
- to aid search we hope to create a series of theme tags which students can apply to their work. List of themes TBC.
- to cater for group projects, common in the film disciplines, we will allow students to credit collaborators on their profile pages

## **B. Text Focused**

Alongside the Mixed Media profile this year students will have the option of the text focused profile. This template will be more suited to courses such as, Psychology, Creative Computing and Screen Writing. Students will be able write longer form text under set headings such as 'project description' and 'project outcome'. Most basic functions will be shared between templates A and B but the text focused template will have expanded text editing and restricted image/video functionality:

- ability to write longer form text under set heading. Max 500 Words
- ability to add up to 3 images or video
- option to add MP4 audio
- ability to add PDF files for supporting documentation
- in order to aid search we hope to create a series of theme tags which students can apply to their work. List of content themes TBC.

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## **Deliverables for the online platform**

### **Personal Profile**

Max 200 word profile

1 head shot - Landscape or Portrait format **2000px by 1400px** in either orientation. Max file size 3MB. Accepted formats: JPEG, PNG, GIF. Images in another size or format will not be accepted. Social media handles should be included.

### **Image Guidelines**

All images must be supplied in Landscape or Portrait format **2000px by 1400px** in either orientation. Max file size 3MB. Accepted formats: JPEG, PNG, GIF. Images in another size or format will not be accepted. Max 10 images per student.

### **Animated GIF Images**

Animated GIF images will be supported. These files should be **1500px by 1050px** in either landscape or portrait orientation. Max file size 3MB.

### **Video Content**

All video content must be uploaded to the student's own Vimeo account or to an IADT approved course Vimeo account. Videos should be uploaded in **1080P** in at **16.9 ratio**. Raw video files such as MP4, Mov etc will not be accepted. Max 10 videos per student.

### **Image Production Guidelines**

Photographic imagery of physical work should be composed in a consistent manner. Where possible course leaders should facilitate an on-site photography location for students. 3D work for example should be photographed on a suitable plinth against a plain white/grey backdrop. Art courses may facilitate the photography of work in IADT gallery spaces.

### **Templates**

Over the coming weeks we will supply a toolkit of Photoshop templates for the image formats mentioned above and sample Vimeo links to demonstrate the video.

### **On campus supports available to you on request**

- The library continues to fulfil a click and collect service
- Access to a computer lab can be arranged in certain circumstances
- We can book computer access for you if you need time on a specialist machine
- If you need access to specialist technical equipment that can be arranged through your lecturers
- There are lots of other supports available in IADT if you need them. See [here](#).
- The nurse is on duty on campus and information is available [here](#).

**If you need to be on campus to access technical equipment it needs HOD approval, so contact your lecturer as soon as possible.**

### **End of year 2020/2021**

Based on our present information and guidance the following will apply

- For most of us, we won't be returning to campus this academic year.
- We will keep this under review but given that the current level 5 is set to run at least until April 5th, it makes it difficult to see how widespread access will be possible
- We are going to make certain accommodations for all award years students and vulnerable students to allow them to complete project work on campus.
- All award years will be given special consideration for supervised access.
- Extensions and other help will be provided where possible and appropriate.
- There won't be a physical exhibition again this year, but we are making significant investment in the online platform and a digital exhibition will go live in June.
- Our plan is to have a celebration on campus on Thursday the 11<sup>th</sup> of November (assuming public health advice allows it) for the graduating class of 2021 and 2020.

### **Health & Safety – advanced protocols**

- The core public health guidance remains, however, given that we are at level 5 it is appropriate to introduce some additional measures to keep everyone safe.
- Managers will limit access numbers to spaces to ensure safe access
- We will keep a detailed log of everyone on campus for contact tracing
- Before coming on campus, you need to fill in this access approval form [here](#)
- You must fill in the health declaration form [here](#) before coming on campus
- You cannot attend on campus, without approval from your Head of Department via your lecturer
- It is very important that you only use the rooms you have booked (public spaces like the canteen are ok but have limits on numbers) and stick to the times to which you have been allocated.
- You can only be on campus in the spaces that you have pre booked
- You must leave at the time that has been agreed in advance
- Make sure you open windows in the spaces you are in and close them when you leave
- We ask everyone not to congregate in public spaces

- Face coverings are required and the one way system is still in operation

### **Steps to coming on campus**

Deadline for applying to come on campus in any week is lunchtime the previous Thursday.

1. Get written approval from your lecturer/HOD via email.
2. Fill in this access approval form [here](#)
3. Fill in the health declaration form [here](#)
4. Get a travel letter as a .pdf from the faculty office (if required) that you can show on your phone
5. You are good to go.

(We will keep this process under review – the priority is for award year students and vulnerable students)

### **Health & Safety – Key principles**

- The key principle is that everyone shares responsibility for ensuring social distancing is being maintained and that everyone follows the health and safety guidelines
- Facial coverings are to be required in all spaces (e.g., all technical spaces, some classroom, all studio and lab spaces) except where there are legitimate reasons for not wearing a mask (see definition in the IADT return to work [protocols](#) and [HSE guidelines](#))
- Wherever possible we must minimise contact – come to campus, attend classes and leave when finished your timetabled activities
- Everyone must maintain correct respiratory coughing and sneezing [etiquette](#)
- Attendance will be recorded to help with contact tracing – we also encourage the use of the HSE [app](#)
- Protective screens will be installed in smaller spaces where people need to be in close proximity or face visors will be worn with a face covering
- A special covid-19 cleaning regime will be in place however we must all clean our own spaces too before we begin and once, we are finished in a space - equipment and surfaces in your immediate area should be fully cleaned when you are finished with them and before you first use them.
- Blue paper roll and appropriate sprays will be provided for each location/station
- All students to complete the return to work safely course - [https://vle.iadt.ie/ultra/courses/ 5709 1/cl/outline](https://vle.iadt.ie/ultra/courses/5709_1/cl/outline)

## Useful Resources

IADT web site Covid-19 updates

<https://iadt.ie/news/coronavirus-update/>

IADT Covid-19 Response Protocol

[https://iadt.ie/wp-content/uploads/2021/01/IADT\\_COVID-19-Response-Protocol-V1.6.pdf](https://iadt.ie/wp-content/uploads/2021/01/IADT_COVID-19-Response-Protocol-V1.6.pdf)

IADT Return to campus FAQs

<https://iadt.ie/study/academic-year-2020-21/>

Government advice on how to stop the spread of the pandemic

<https://www.gov.ie/en/publication/cf9b0d-new-public-health-measures-effective-now-to-prevent-further-spread-o/>

HSE web site

<https://www2.hse.ie/conditions/coronavirus/returning-to-work-safely.html>

Helpful info videos from HSE

[https://www.hsa.ie/eng/topics/covid-19/covid-19\\_videos/](https://www.hsa.ie/eng/topics/covid-19/covid-19_videos/)

Face Coverings

<https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

HEI – Public Health Implementation guidelines

[http://www.thea.ie/contentFiles/components/gdNews/34/Public-Health-Implementation-Guidelines-for-HEIs\\_05\\_08\\_20\\_Final.pdf](http://www.thea.ie/contentFiles/components/gdNews/34/Public-Health-Implementation-Guidelines-for-HEIs_05_08_20_Final.pdf)