

Event Operation Manual (IAA committees of each country and the world)

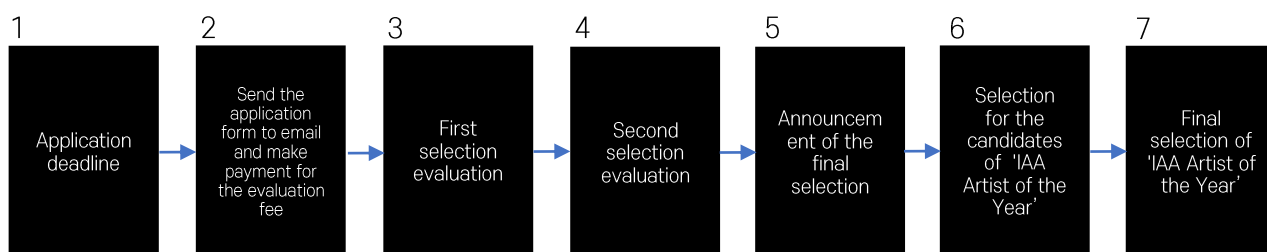
1. International Art Contest

Any IAA member can apply for the International Art Contest, and the selection committee of the host country and 15 other member countries will judge and make the final selection of the entries submitted through the online application process. The selected artworks will be subjected to the first to third prize of the 'IAA Artist of the Year' by the VIP audiences on the day of exhibition and will be granted at the 'Art Awards'.

* Award granting

Gold (A prize of USD 700,000 and a trophy) / **Silver** (A prize of USD 350,000 and a trophy) / **Bronze** (A prize of USD 200,000 and a trophy)

Award winning pieces will be owned by the governing body of the host country (Tax will be deducted)



1. Application deadline (Application fee USD 500 must be paid)

- 1) Qualification : IAA members (2 pieces per person), individual application
- 2) Application deadline : March 1, 2023
- 3) Application method : Online application through official websites of each country's IAA committee
(International Art Contest Application Form)
- 4) Application fee payment method
Make payment to the bank account of each country's IAA committee (application fee of USD 500)
 - USD 200 : first evaluation fee for each country's IAA committee
 - USD 300 : second evaluation fee for the selection committee of the host country

2. Send the application form (Original copy) to email and make payment for the evaluation fee of USD 300.

Please send all application forms (original copies) submitted and USD 300 (second evaluation fee) except application fee of USD 200 to the email and bank account of the host country's selection committee.

- 1) Deadline : March 2, 2023
- 2) The email address for application forms (original copies) to be sent
 - Host country's selection committee (application@iaaiif.com)
- 3) Entry fee payment: USD 300 (including insurance fee)
 - Bank Name : Hana Bank (Yeouido Banking Center)
 - Address : 53-1, Yeouinaru-ro, Yeongdeungpo-gu, Seoul, Korea
 - SWIFT CODE : KOEXKRSE
 - Account No : 149-910013-86238
 - Account Holder Name : 인천미술협회 (IAAIIF 운영위)

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1. International Art Contest

3. **First selection evaluation** (Each country's IAA committee, either online or offline evaluation at discretion)

- 1) Criteria and selection of the first evaluation : **Select 20 pieces at the maximum** (regardless of the genre)
- 2) Selection of the judges for the first evaluation : **Each country's IAA committee will select the judges.**
- 3) First evaluation date : **March 3-9, 2023**
- 4) Result announcement of the first evaluation
 - **March 10, 2023** (will be posted on the official websites of each country' IAA committee)
- 5) Notification of the first evaluation's result : **By March 11, 2023 (23:00 (KST))**
 - Portfolios and artist profiles of selected 20 pieces
 - Should be emailed to the host country's selection committee, (application@iaaiiaf.com)

4. **Second selection evaluation** (Host country's selection committee, online evaluation)

- 1) Criteria and selection of the second evaluation : **Select 500 pieces at the maximum** (regardless of the genre)
- 2) Second evaluation date : **April 3-7, 2023 (5 days)**
- 3) Second evaluation method
 - 'Evaluation subject document' will be sent to the emails of elected judges by **March 30, 2023**.
 - Evaluation result (grade list) will be sent to the email of the host country's governing body by **April 7, 2023** (by 23:00 (KST))
- 4) Composition of the second evaluation judges
 - 18 judges in total (3 from the IAA Korean committee and 15 from the IAA committees of 15 countries)**
 - **Qualifications for the judges** : one person recommended from each country's IAA committee
(an application form for the judges should be submitted)
 - **Deadline for the application form** : January 15, 2023. 15 judges from 15 countries' IAA committees will be selected
(selected by the order of application)
 - Should be emailed to the host country's selection committee, (application@iaaiiaf.com)
- 5) Benefits for the judges
 - Second evaluation fee of USD 1,000 will be paid (USD 200 per day) to the personal bank accounts of each judge.
(Tax will be deducted) * See 'application form for the judges' for the details.

5. **Announcement of the final selection** (By the host country's selection committee, online announcement)

- 1) Announcement of the final selection : **April 12, 2023 (23:00 (KST))**
 - 500 pieces will be selected and announced in total. (regardless of the genre)
 - Announcement will be made on the official website of the host country. (www.iaaiiaf.com)
 - Emails will be sent to the IAA Committees of the finally selected pieces.

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1. International Art Contest

6. Selection for the candidates of the IAA Art Awards 'IAA Artist of the Year' (Host country's selection committee)

- 1) Selection of the candidates : Select 10 pieces of the finals for the 'IAA Artist of the Year'
- 2) Evaluation date : May 28-30, 2023 (3 days)
- 3) Evaluation method
 - Host country's governing body will select 10 pieces for the final, out of the 500 pieces selected in the second evaluation, at the designated location.
 - Host country's governing body will gather the evaluation results (grade list) of the 18 judges and announce the result.
- 4) Announcement of the evaluation result : May 31, 2023
Announcement will be made on the official website of the host country, (www.iaaiif.com)
- 5) Composition of the judges : 18 judges from the second evaluation
(3 from the IAA Korean committee and 15 from the IAA committees of 15 countries)
- 6) Benefits for the judges
 - Will be invited to official events as a VIP (exhibition event, opening VIP party, art awards, etc.)
 - From May 27 to June 5, 2023 (9 nights and 10 days), the governing body will provide financial support (roundtrip airfare, hotel costs, meal costs, and transportation costs).
 - Evaluation fee of USD 600 (USD 200 per day) will be paid to the personal bank accounts

* See 'application form for the judges' for the details.

7. Final selection of the IAA Art Awards 'IAA Artist of the Year' (Host country's selection committee)

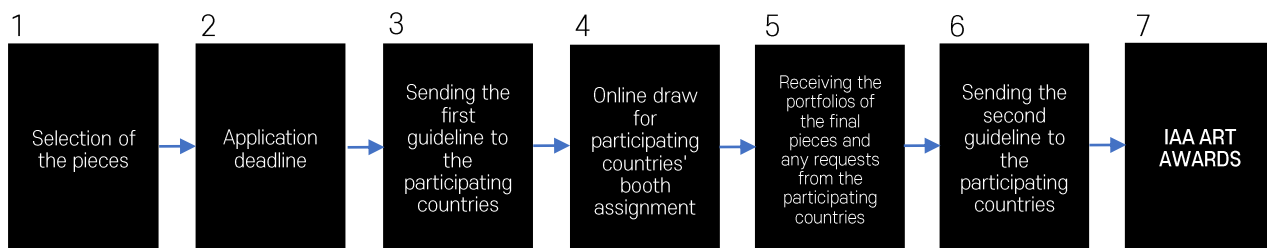
- 1) Selection of the final piece
 - 'IAA Artist of the Year' gold, silver, and bronze prizes will be selected out of the 10 pieces from the finals.
- 2) Voting date : June 1, 2023 (16:00-19:00)
- 3) Voting method : Each VIP invited to the opening VIP party will vote for one piece.
- 4) Final announcement : June 1, 2023 (19:00-21:00)
- 5) Award granting
 - **Gold** (prize money of USD 700,000)
 - **Silver** (prize money of USD 350,000)
 - **Bronze** (prize money of USD 200,000)

Award winning pieces will be owned by the governing body of the host country. (Tax will be deducted)

Event Operation Manual (IAA committees of each country and the world)

2. Special Exhibition

The special exhibition will feature artworks by nation-representing artists who will be recommended by IAA committees from participating countries.



1. Selection of the pieces (Selected by the IAA committees of each country)

1) Selection of the pieces

- Pieces of the IAA member artists representing their countries' IAA committees, 30 pieces at the maximum.
- However, the gallery artists can apply under the agreement with the galleries, and VIP invitations will be sent to the gallery personnel as well.

2) Selection criteria

- Each piece will be recommended by the IAA committees of each country using their own criteria.

2. Application deadline (Application fee USD 50,000 must be paid)

1) Application deadline : March 1, 2023

2) Application method : Portfolios of 30 finally selected pieces (Special Exhibition Application Form)

Apply by sending emails to the host country's governing body (application@iaaiif.com)

3) Entry fee payment : USD 50,000 should be paid completely (including insurance fee)

- Bank Name : Hana Bank (Yeouido Banking Center)
- Address : 53-1, Yeouinaru-ro, Yeongdeungpo-gu, Seoul, Korea
- SWIFT CODE : KOEXKRSE
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4) Basic facilities provided

- White booth (3m x 12m), walls (3.5m high), and basic lighting
- * Additional booths will be charged at USD 10,000 (3m x 3m).
- * Special lighting and special booths should be requested beforehand.
- 3 Desks and 6 chairs
- 3 Nameplates and exhibitor passes (30 provided basically)
- VIP pass and invitation cards (30 provided basically)
- 50 Art brochures : in 3 languages (Korean, English and French)
- * Brochures for sales (publication) will be provided in the language of each participating country.
(Royalty costs will comply with the international standard)

Event Operation Manual (IAA committees of each country and the world)

2. Special Exhibition

3. Sending the first guideline to the participating countries

1) Date of sending : March 10, 2023

- Emails will be sent to the IAA Committees of each country
- Announcement will be made on the official website of the host country. (www.iaaiiaf.com)

2) Content

- The host country's governing body will send 'General guidelines for the event' including information about shipping and transportation of the artworks, 'Booth design guidebook', 'Online draw guidebook for booth assignment(position)', 'Exhibition site surroundings guidebook', etc.

4. Online draw for participating countries' booth assignment (position)

1) Date of online draw : March 15, 2023 (by 23:00 (KST))

2) Draw method

- The host country's governing body will use the 'online draw program' to assign the booths for the participating countries by sections of the exhibition site, and this will be live streamed on YouTube.
- * Details of the online draw method will be posted on the official website of this event. (www.iaaiiaf.com)

3) Announcement of the draw result

- Emails will be sent to the IAA Committees of each country.
- Announcement will be made on the official website of the host country. (www.iaaiiaf.com)

5. Receiving the portfolios of the final pieces and any requests from the participating countries

1) Deadline : March 24, 2023

2) Content to send

- Participating countries need to send emails to the host country's governing body, including detailed information and requests, such as detailed booth designs, lists of participants and VIPs (copies of their passports and bust shots), etc. application@iaaiiaf.com

3) Booth design assist

The governing body of the host country will assist with any booth design desired by participating countries. (floor, back panel's height, colors, digital works, etc.)

6. Sending the second guideline to the participating countries

1) Date of sending : April 11, 2023

2) Content : Booth design (fixed), lists of participants (fixed), and the lists of VIPs invited (fixed)

- Any requests from the participating countries, including the details regarding the transportation, bringing and retrieving of the artworks

Event Operation Manual (IAA committees of each country and the world)

2. Special Exhibition

7. IAA ART AWARDS (fixed)

1) Date and location : June 1, 2023 (19:00), hall 4

2) Participating figures

- IAA committees of each country, artists, galleries, press, publishers, government figures, etc.

3) Judges

- Board members of the IAA committee of the world, chairman of each country's IAA committee, and the host country's selection committee

4) Judging method : Each judge recommends one person per prize section to select finally on **May 31, 2023**.

5) Award categories (31 awards in 15 categories)

- Gold IAA Art Award (1 person)
- Gold IAA Rookie of the Year Award (1 person)
- Gold Canvas Award (2 person)
- Gold Brush Award (1 person)
- Gold Sculpture Award (1 person)
- Gold Art Award (3 people)
- Gold Gallery Award (2 people)
- Gold Digital Art Award (1 person)
- Gold Academy Award (1 person)
- Gold Journalist Award (2 people)
- Gold Magazine Award (1 person)
- Gold Entrepreneur Award (1 person)
- Gold Achievement Award (1 person)
- Gold Appreciation Plaque (12 person)
- Gold Achievement Plaque (1 person)

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3. General procedure

1. Inviting the board members of each country's IAA committee (2 people)

- 1) **Subject of invitation** : 2 board members of each country's IAA committee
- 2) **Invitation date** : May 30-June 5, 2023 (6 nights and 7 days)
- 3) **Invitation detail**
 - Invited as VIP to official events (exhibition events, opening VIP party, Art Awards, etc.)
 - The governing body of the host country will provide their roundtrip airfare, hotel costs, meal costs, and transportation costs.

2. Information on the payment of the entry fee

International Art Contest / Special Exhibition

March 1, 2023 (Payment must be made at the same time as the application form is submitted.)

1. Please make the payment for the entry fee under the names of the participating artists (for International Art Contest) and each country's committee name (for Special Exhibition).
2. The remittance charge should be paid by the participants.
3. Application is completed only when online application and payment of the entry fee are made at the same time.

3. Sales of the exhibited artworks

International Art Contest / Special Exhibition

Artists take 70% of the selling price of the artworks and the governing body of the host country takes 30%.

- 30% of the selling price is the commission for the sales of the exhibited artworks, and the outstanding 70% will be transferred to the artist's (or gallery's) bank account. (Tax will be deducted)

4. Shipping, bringing (insurance) and retrieving of the artworks

- Artworks should arrive at the exhibition site by May 30, 2023.
- People in charge of shipping from the participating countries (2 people) will go through examination with responsible people from the host country (2 people) and hand over the artworks.
- Responsibility for any damage, loss, or delay occurring during shipping of the artworks lies with the participating countries or institutions, and the governing body of the host country will take over the responsibility after the examination.
- The governing body of the host country will be responsible from the time artwork is installed at the exhibition site until the end of the exhibition period.
- The governing body of the host country will sign up for international art insurance for all artworks that will be exhibited.
- Participating countries will bear the costs of artworks' shipping (from their countries to the exhibition site and vice versa).
- When retrieving the artworks, use the shipping agency (participating countries will bear the cost).

5. Contact Information

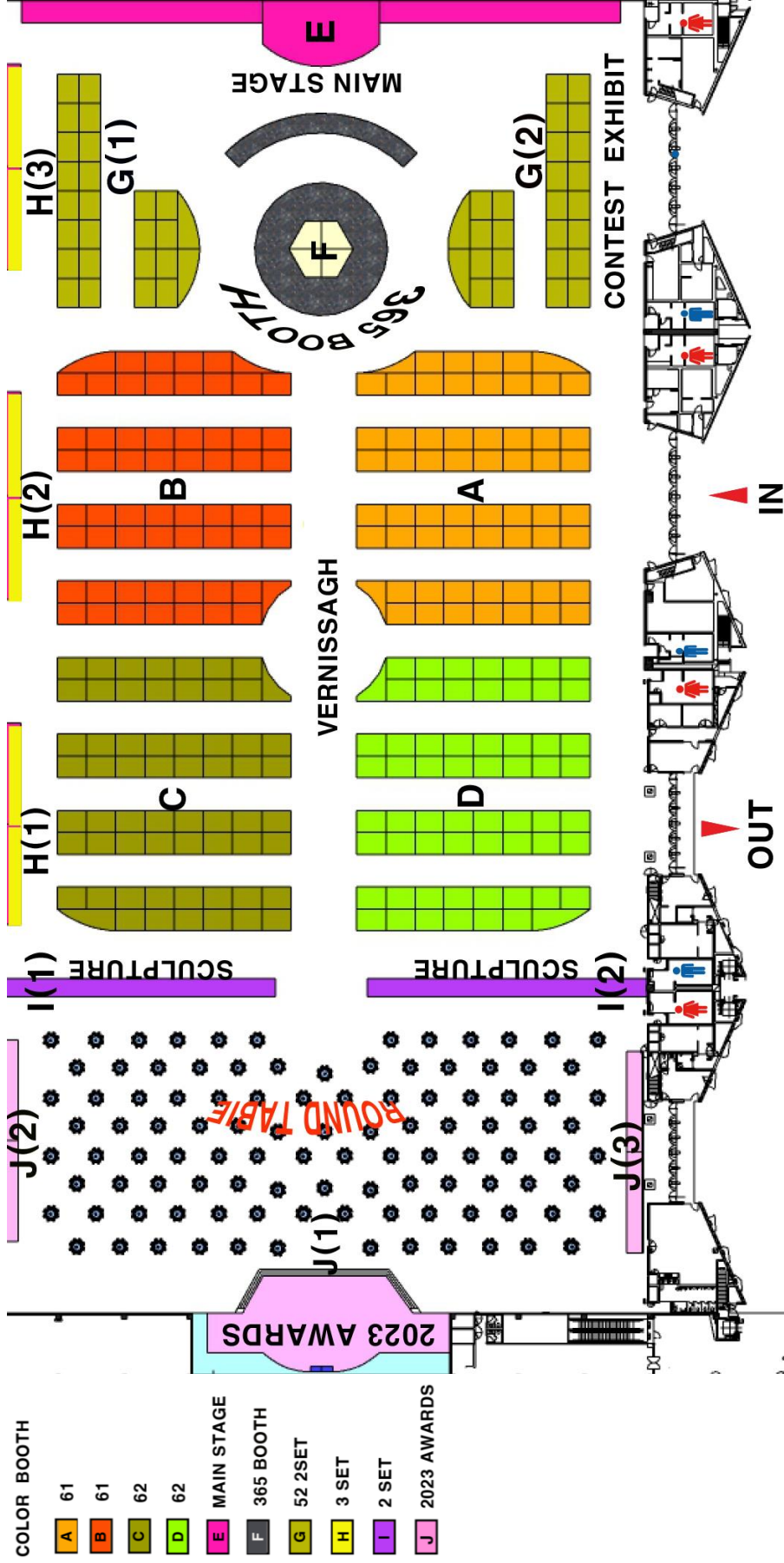
Feel free to contact us if there are any questions about the procedure or the application process

Tel : +82.32.832.6888 / Fax : +82.32.832.6887 / E-mail : application@iaaiif.com / Website : www.iaaiif.com

* Please download 'International Art Contest / Special Exhibition Application Form' from our official website(www.iaaiif.com)

* Please submit the completed 'International Art Contest / Special Exhibition Application Form' to our email (application@iaaiif.com)

EXHIBITION HALL



SONGDO CONVENSIA



Songdo Convensia, located in international conference complex in the center of Songdo City is an international exhibition and convention center, 20 minutes from Incheon International Airport and 50 minutes from Seoul. It is the ideal venue for MICE, with an exhibition hall that can accommodate up to 900 booths, 20,000 people, a ballroom that can accommodate 3,000 people, and a total of 35 small to mid-size meeting rooms. Equipped with shopping infrastructure featuring 7 five-star hotels, Central Park, Incheon Art Center, Tri-Bowl and Triple Street within all walking distance, Songdo Convensia is famous for its unique design. It is a future-oriented convention center based on eco-friendly facilities and an advanced smart MICE system.

Welcome to Songdo Convensia for your
successful business!