

New website, new opportunities, new functions – a guide for Beneficiaries



Dear Sirs and Madams, we would like to kindly remind you that last year we launched a special website dedicated to Composing Commissions, www.zamowieniakompozytorskie.pl.

It is available in Polish and English (www.composingcommissions.pl) and can be accessed also from mobile devices. This is also a promotional tool that offers you an additional information activity. It includes a list of all the compositions created so far, as well as information on the artists, performers, producers, and world premieres planned. You are welcome to take advantage of this tool and to contribute to its development.

Since the contracts in the fifth edition of the programme Collections – Composing Commissions contain new provisions, we are presenting a list of convenient functions and a guide for service users, created with the beneficiaries of the eCommissions programme in mind.

The eCommissions service can be found on the zamowieniakompozytorskie.pl website in the upper tab menu.

In order to access all the functionalities, please register the profile of your institution by clicking the “Beneficiary/Institution” button. The registration will have to be accepted by the site administrator (IMiT).

Note: The profiles of www.imit.org.pl users expired on the day the new website was launched, and performance materials published were moved to the new website.

After registration at the zamowieniakompozytorskie.pl website, you will be able to:

1. Download performance materials
2. Add the world premiere and potential repeat performances to the calendar*
3. Send materials for the report*

* a contractual obligation

1. How can I download performance materials from the website?

After creating a beneficiary’s profile in the **eCommissions** service, you will have unlimited access to performance materials published on the website. In order to download materials for a selected work, find the work by clicking the “Search” button in the Commissions

section, and next, click the “**Download materials**” button in the lower right corner of the given work’s description.

↑ Paweł Tomaszewski – *Symphony of the Galaxies* for jazz quintet and string orchestra

 listen

year of composition:	2013
duration of the piece:	55'
genre:	orchestral
programme edition:	2012/13
commission:	Fundacja Jazz Jamboree
materials accessible until:	25 June 2016
recording accessible until:	indefinitely

composer / composers:
[Paweł Tomaszewski](#)

details:
SYMPHONY OF THE GALAXIES for jazz quintet and string orchestra premiere, held on 5 December 2013 at the The Fryderyk Chopin Academy of Music in Warsaw.

performers:
[Adam Bałdych, violin solo](#)
[Przemysław Florczak, soprano and tenor saxophone](#)
[Paweł Tomaszewski, piano](#)
Andrzej Świąś, double bass
Paweł Dobrowolski, drum set
String Orchestra of Music Academy in Warsaw

 DOWNLOAD MATERIALS

2. How can I add a world premiere and potential repeat performances to the calendar?

After creating a beneficiary’s profile in the eCommissions service and receiving the contract for realisation of the task, click the “**Add an event**” button in the left-hand menu and complete the form carefully, following the principle:

one form = one work = one contract = world premiere, plus potential repeat performances

Note: The contracts in the fifth edition contain a new provision. You are required to add the event (world premiere of the work, plus potential repeat performances) to the Calendar within 30 days from the day of receiving the contract. You are also required to enter any updated information. Please remember, however, that in certain cases, the update (for example, date, place, performers) requires obtaining a permission from the IMiT, so entering such an update will only be possible after obtaining such a permission. Please add to the Calendar also these world premieres that took place before the moment of receiving the contract.

Apart from providing event details in the form, please send a photograph and a biographical note of the composer/composers (using a different form). These materials will probably be useful also for describing the event on your own website, so please let us jointly take care of these materials.

2.1 How can I prepare and send a photograph of the composer/composers?

Note: If the website database already contains a photograph of the composer/composers whose work you is being submitted, the beneficiary is not required to send a photograph. This can be checked even before creating the beneficiary’s profile, by finding the composer names with the help of the search engine on the main page of the website.

In the beneficiary's profile, entering a composer's name in the world premiere submission form will launch an automatic portrait search. Please deactivate the portrait by clicking on its frame.

Composer

name

surname X

Please select composer's image



Maciej Zieliński



Lidia Zielińska

None of these portraits do not fit into this person

If the website database does not contain the composer's photograph, please tick the box "None of the portraits given matches the person" and follow instructions on the screen.

The photograph should be:

- digital
- not smaller than 1 MB
- a face portrait front the front, taken from a close distance
- sharp
- in jpg format

The beneficiary is required to accept a letter of **permission for distributing the photograph on the websites administered and co-administered by the IMiT (for example, POLMIC).**

If you would like to use a composer's photograph that you find on the website, for which the IMiT holds the rights, please contact us. The list of photographs available for such a use can be found in the Contact tab next to the photographer list, **and they are marked "©IMiT".**

2.2 How can I prepare a biographical note?

A composer's biographical note should include:

- a. biographical section: a continuous text with information on the birth date (year), university studies and courses completed, awards received, etc.;
- b. a chronological list of the composer's major works, with information on the performers and the year a given work was completed.

Please paste the biographical note into this window:

Composer's bio 

[+ add another composer](#)

Note: In case of more than one composer, a separate window will pop up for each name.

After completing the form, send it by clicking “Add an event”. Next, export and print the confirmation; it will be the proof of fulfilling contract obligations. Attach the printout to the final report.

date	time
<input type="text"/>	<input type="text"/>
name of venue	name of venue in English
<input type="text" value="e.g. 'Chamber Hall of the Municipal Cult'"/>	<input type="text"/>
city/town	name of city in English
<input type="text"/>	<input type="text"/>

REPORT AN EVENT

If in the course of realisation of the task any changes occur in world premiere details, such as the date, performers, or place of premiere/repeat performances, after receiving permission to add the changes, enter the menu “Add an event”, find the contract number and send a complete form again.

3. How can I send materials for the report?

After creating a beneficiary’s profile in the eCommissions service, click the “Send materials” button in the left-hand menu and complete the form carefully, following the principle:

one form = one work = one contract = one task

Note: You are required to send the materials within 30 days from the date of completing the task.

Send the form by clicking the “Send materials for the report” button, export the report by clicking the “Create pdf file” button, and print it out; it will be the proof of fulfilling contract obligations, to be attached to the final report.

If you would like to add more performance materials, again enter the menu “Send materials”, find the contract number and send the files you would like to add.

This new functionality means that you no longer have to send materials on CD/CDR discs.

Metadata

Please send the composition metadata in a .doc file. Make sure that the uploaded file is complete and refers to the correct piece. If you have any trouble finding the template, please [click here](#).

» SEND THE METADATA

Promotion materials

Please submit promotion materials as a single .zip file.

» SEND PROMOTIONAL MATERIALS

SEND MATERIALS FOR FINAL REPORT

Thank you for your cooperation. If you have any questions, please contact us, using information from the Contact tab.



listen / download / perform

composingcommissions.pl

where Polish new music emerges

Ministry of
Culture
and National
Heritage of
the Republic
of Poland.

Institute of music and dance



Wykonanie portalu www.zamowieniakompozytorskie.pl zostało zrealizowane ze środków Ministerstwa Kultury i Dziedzictwa Narodowego.