REGISTRATION GUIDE

This document is a user support guide to help you through the registration process for the 2018-2019 Cultural Innovation International Prize organised by the Centre of Contemporary Culture of Barcelona (CCCB).

Registration will be done online. Submit your entry at: [www.innovationccb.org](http://www.innovationccb.org). We recommend using Chrome or Firefox to fill out the form. If you choose Internet Explorer, please make sure you are using version 9 or newer.

We recommend you to read the [Prize rules](#) and our [FAQ](#) section carefully.

User registrations and project entry submissions are open until January 31, 2019 at 18:00 (CET). Submit your project with enough time to solve any doubt, query or problem that might occur along the process. That way we will be able to help you solve it. Contact us at innovation@cccb.org.
1. USER REGISTRATION

Project entries and submissions are only done online through the form you will have access to once you register as a user.

Register entering all required information. Once you are done, click on SEND and you will receive a confirmation email.

You must accept the data protection terms in order to begin your registration.

If you are already registered, click on LOG IN and you will be able to do so using your email and password.
2. REGISTRATION CONFIRMATION

Once you have entered the registration information, you will receive an email. Please follow the instructions to confirm your registration and access the entry form.
3. START SESSION

Once you confirm your user registration, you will be able to start your session and access the entry form to submit your project.
Once you start your user session, you will have access to the entry form with which you will submit your project.

Registration

You will be able to modify the data and documentation you send as often as you like until 31 January 2019 at 18:00 (Central European Time).

(*) Required fields. In order to save your entry submission, you must fill out all required fields.

PERSONAL DETAILS

Holder or holders of the project rights

Name and surnames of the natural persons or details of the legal entities (organisation, body, company, collective, etc.) that hold the rights to the project.

If the project is a collaboration between several natural persons and/or legal entities, each one of them must be identified. These persons shall be considered joint project authors and must appoint a representative in the relevant section.

Natural persons

Full name *
ID or passport number *
Country *
City *

Legal persons

Add author +

Fill out this section with the information corresponding to the project’s rightholder.

In case of collective ownership, you must specify all of its members (both natural and legal persons).
Fill out this section with the information corresponding to the project’s representative.

All notifications regarding the 2018-2019 call will be sent to this email address.

THE PROJECT

Title of the project
- Maximum 100 characters.

Image
- A representative image of the project.
- Only in JPEG or PNG format. Minimum size: 600x600px. Minimum weight: 100KB.

Language
- Select language

Project submitted
- Please use the project submission form, which can be downloaded in a .zip folder, with all the necessary sections correctly filled in.
- Only in PDF format. Minimum size: 20KB.

Presentation form/ZIP

Complementary documentation
- An additional document may also be submitted to give a clearer understanding of specific aspects of the project.
- Only in PDF format. Maximum size: 20KB.

You must fill out all fields marked with (*) and accept the Prize rules and data protection terms. We will send you an email confirming we have successfully received your submission.

Save the project’s entry form.

Remember that you must submit your project entry form properly filled out, in PDF format. Click on the button to download the form (ZIP).

The only required document is the “Required documentation” PDF. However, on an optional basis, you may also submit a complementary document that helps to understand the project.
5. SUBMISSION OVERVIEW

You will access this page after having correctly saved your form. You will be able to modify the data and/or documentation submitted until January 31st 2019 at 18:00 h (CET).

Registration

You will be able to modify the data and documentation you send as often as you like until 31 January.

If you wish to modify the data and/or documentation you submitted, click on EDIT PROJECT.

You will go back to the registration form (section 4 of this guide). Once you have modified your registration details, click on the SAVE button that will appear at the bottom of the page.

We will send you an email confirming you have successfully modified the project registered.